ANNUAL REPORT 2014

MOUNTAINS OF OPPORTUNITY
CRANBROOK

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DECLARATION AND IDENTIFICATION OF DISQUALIFIED COUNCIL MEMBERS
In accordance with Section 98(2)(e) of the *Community Charter*,
there were no declarations of disqualification made under
Section 111 of the *Community Charter* in the year 2014.

City of Cranbrook Overview

Set against a spectacular mountain backdrop, Cranbrook is a real Canadian city, which enjoys an ideal Canadian climate - hot summers, snowy winters and blue skies.

Located in what is known as the Rocky Mountain Trench with the Rockies to the east and the Purcell Mountains to the west, Cranbrook is the largest municipality in southeast British Columbia and the service centre for the East Kootenay region. Cranbrook boasts a first class hospital, an education infrastructure to postgraduate level, cultural and lifestyle amenities that include a symphony and a centre for performing arts, numerous and extensive sports facilities and a broad range of employment and business opportunities.

Cranbrook was established as a townsite in 1898 with the arrival of the Canadian Pacific Railway and subsequently incorporated as a municipality in 1905. The City resides within the traditional territory of the Ktunaxa First Nation and is blessed with some of the most spectacular scenery to be found.

Best Community Tourism Initiative

The City of Cranbrook, in partnership with the Canadian Rockies International Airport, Pacific Coastal Airlines and Seekers Media, received the award for Best Community Tourism Initiative - a first for the City of Cranbrook. The award was presented to the community that developed and implemented the year's most innovative tourism marketing campaign.

The City of Cranbrook, Canadian Rockies International Airport and Pacific Coastal Airlines partnered with the Kootenay Rockies Gran Fondo and contracted Seekers Media to produce a multi-media campaign. The goals were to increase tourism to the region and promote the Kootenay Rockies Gran Fondo as a means to showcase Cranbrook as an active tourism destination.

2014 Commuter Challenge

Employees of the City of Cranbrook and Canadian Rockies International Airport (CRIA) were amongst a number of community groups that participated in the 2014 Commuter Challenge.

CRIA placed 8th and City of Cranbrook Corporate Services Department placed 9th in the "Most CO2 saved per employee - outside Metro Vancouver" category.

The Commuter Challenge is a week-long event which encourages Canadians to leave their cars at home. Participants log their healthier commuter choices that include walking, cycling, public transit, carpooling and teleworking.

AWWA Industry Award

The City of Cranbrook was presented with the American Water Works Association (AWWA) Industry Award. The award recognizes 50 years of support of the programs and goals of the AWWA by the City of Cranbrook.

Joe McGowan, Director of Public Works, accepted the award on behalf of the City. McGowan has been the head of the Public Works department in Cranbrook for sixteen years and is a long-term board member and chair for the Environmental Operators Certification Program (EOCP).

A Message From The Mayor

On behalf of City Council, the Corporation of the City of Cranbrook and the citizens of Cranbrook, I am pleased to present our 2014 Annual Report.

The City finds itself in the unique position of having an entirely new Council following the election on November 15, 2014. This is a dedicated group of individuals that bring broad and diverse views and experiences to the Council table. I know each of them, including myself, wants to help the citizens of Cranbrook gain confidence in the spending of their tax dollars and see Cranbrook grow and develop new opportunities that will keep families working and living here.

I want to thank the previous Council for their contributions during their tenure. I also want to thank City staff for their continued hard work and dedication, and I look forward to what 2015 has in store for Cranbrook.

Thank you.

Lee Pratt

Lee Pratt, Mayor
City of Cranbrook

2020 Vision Statement

In the Year 2020, the dynamic City of Cranbrook proudly welcomes the world to Southeastern British Columbia, the Kootenay region and the Canadian Rockies.

As the major transportation hub, national and international visitors travel to Cranbrook to access the region's world class recreation facilities, utilize Southern British Columbia's finest travel and convention amenities, and play on the region's most outstanding tournament facilities.

Investors and entrepreneurs have consolidated the City's financial, commercial and industrial services role.

Residents enjoy an enviable lifestyle within a safe urban environment that provides a wealth of opportunity for individual wellness, education and prosperity.

A rich cultural fabric complements a visually attractive urban form set in a spectacular mountain environment.

Cranbrook has assumed a strong, progressive leadership role within British Columbia based on sound fiscal management, smart growth development, and wise asset reinvestment.

2014 Cranbrook City Council

Councillor Danielle Cardozo | Councillor Wesly Graham | Councillor Isaac Hockley | Mayor Lee Pratt | Councillor Tom Shypitka | Councillor Ron Popoff | Councillor Norma Blissett

Mission Statement

The Council and Staff are committed to the continuing development of the City of Cranbrook as a successful and progressive community, and to preserving, and further enhancing the high quality of life enjoyed by the Citizens.

Council will be responsive to concerns and provide an informed and committed leadership.

A competent, skilled staff of high integrity will use available resources as efficiently as possible, providing high quality services to meet the needs and address the concerns of residents and employers.

Council and Staff will work cooperatively with the Citizens of the City of Cranbrook, organizations within the community, other municipalities and other levels of government in order to achieve the maximum benefit for the community.

Canadian Rockies International Airport

The financial approach in 2014 was optimistic yet cautious, projecting a moderate profit to grow funds required to execute the Five Year Capital Plan and

leverage YXC's role as one of the strongest economic catalysts of the region. The airport followed through on the commitment to closely monitor regional trends and ensure both profit centres and revenue opportunities were maximized, while taking a responsible approach to the financial management of all expenditures. As a result, the region and its partners have an operating airport that remains financially stable and self-sustaining, adopting a long-term strategy of responsible planning towards growth and development of both aeronautical and non-aeronautical business. One of the most significant highlights from 2014 is the 10% growth in passenger traffic over previous year, totaling 128,941 passengers, making 2014 the busiest year to date.

In 2014 the airport management team executed objectives in five strategic areas: air service growth; maximize revenue opportunities; enhance customer satisfaction; financial stability; and airport development and growth. Actions to support our objectives included multi-media marketing campaigns such as the Ticket2Roam TV series, airline meetings in Canada and the U.S., as well as working with stakeholders toward establishing a tourism organization for Cranbrook which will enable further growth in the visitor economy.

Setting the stage for future commercial development and creation of economic opportunities, an Airport Industrial Land Use Plan was completed in late 2010 resulting in the re-zoning of 52 acres of airport lands in 2012. In 2013 and 2014 we progressed to the marketing stage and have begun to capture the interest of potential anchor tenants looking to establish within the 52 acres of developable airport lands.

Outcomes of the 2014 Air Service Development Plan included route expansion meetings with several international and domestic airlines. These meetings resulted in stronger relationships and growing interest from two U.S. carriers, one of which will be meeting with CRIA staff in June 2015. With 22 daily scheduled flights, Pacific Coastal Airlines and Air Canada connect the Kootenay Rockies Region to the world via Vancouver, Victoria, Kelowna and Calgary.

In 2013 British Columbia watched with excitement and high hopes as WestJet rolled out its new regional air carrier, 'Encore'. For years YXC has been working to gain market

attention from WestJet and with the launch of WestJet Encore and the addition of Bombardier Q-400 aircraft to their fleet, we were optimistic to welcome Encore to the Kootenay Region. In reality, the airline's expansion has been more conservative than we had hoped and we are still in the courting process, nurturing the relationship with Encore and striving to grow the airport's eastbound passenger numbers to create an even more compelling business case for Encore to serve YXC. To this objective we maintain positive, as 2014 was the busiest year ever at the airport, serving over 128,000 passengers. Additionally, CRIA staff will meet with Encore in the spring of 2015 and we are excited to share the great success of 2014 with them.

About the Airport

The Airport's vision is to provide affordable and competitive travel options to an increased domestic and international market, while continuing to contribute to the economic growth and diversification of the region. The Airport's vision also works to serve the region by aiming to become the airport of choice and to provide the City of Cranbrook with a safe, friendly, clean, efficient and profitable airport with a local sense of place.

Since 1997 the City of Cranbrook has contracted the management and operations of the airport, which has proven to be an effective and positive relationship. The Airport Management Agreement provides for the management and staffing of the airport including commercial lease management, financial management, administrative support, airport operations, airport maintenance, airport marketing and public relations. All capital funding is approved by the City of Cranbrook and funded through the Airport Operating Fund and/or the Transport Canada Airports Capital Assistance Program without the use of municipal tax dollars.

Canadian Rockies International Airport 2014 Highlights

- Design specification and grant application preparation for an airfield electrical upgrade
- Purchase new security computer, new security camera software, and new HVAC computer
- Wood paneling replacement to correct delaminating surfaces in the terminal building
- Replacement of restaurant equipment and exhaust fan
- Condition assessment of concrete apron
- Install centre sidewalk and airside grass
- Purchase tailgate sander

Canadian Rockies International Airport Major Initiatives - 2015

Pending City approval, Capital Plan to include:

- Final design and construction of airfield electrical upgrade, pending ACAP approval
- Repair cracks in concrete apron: engineering, construction and project management
- Repair approach lighting system
- Pave overflow parking areas to increase capacity; including lighting installations
- Repave Airport Access Road
- Address car wash facility needs for car rental companies

Canadian Rockies International Airport Major Initiatives - 2016

- ATB Interior Updates
- Pumphouse refurbishment
- Replace staff 22 pickup truck

Canadian Rockies International Airport Major Initiatives - 2017

- Replace John Deere Garden Tractor, Sweeper & Belly Mower, Water System Maintenance

Corporate Services

The Corporate Services department provides overall corporate administrative functions including support to Mayor and Council, fulfillment of statutory requirements, records management, coordination of contracts/agreements and property acquisitions and dispositions. Corporate Services is also responsible for planning for overall community development and the use of public transit.

Corporate Services staff oversees and maintains corporate records and communications while also providing support to the Mayor, Council and its Committees. This includes preparation and distribution of Council Agendas and the recording of Council Minutes as well as responsibility for the safekeeping of the minutes of the various select and standing Committees of Council as well as custody of all City bylaws and policies.

Act and other legislation affecting the municipality. Other administrative functions include certifying copies of bylaws and documents as well as accepting notices and documents required or permitted to be given to, served on or otherwise provided to Council or the municipality.

Corporate Services also receives and coordinates responses to requests for information under the Freedom of Information and Protection of Privacy legislation as well as appeals or complaints to the Office of the Ombudsperson as required.

Policy and research, public transit and City land sales, leases and agreements also fall under the responsibility of Corporate Services, Corporate Communications, Energy Management, along with bylaw enforcement and business licensing.

Corporate Services staff is responsible for administering oaths, taking affirmations, affidavits and declarations as required by the Community Charter, Local Government

Corporate Services coordinates the general local elections of Council and School District No. 5 and other processes requiring elector approval by assent voting or alternative approval process.

Positions within Corporate Services include: the Director of Corporate Services, Municipal Clerk, Corporate Communications Officer, Legislative and Policy Advisor, Bylaw Services Manager, 2 Bylaw Service Officers, Parking Meter Attendant, Energy Manager, Executive Assistant to the Mayor, Executive Assistant to the Chief Administrative Officer and an Administrative Assistant.

In 2014, community planning and development services were part of Corporate Services. Planning staff (one permanent senior planner position and one temporary community planner position) joined the Engineering and Development Services department in January 2015 in order to streamline the application process.

Corporate Services 2014 Highlights:

Communications

- Urban Deer Management Public Survey
- Social Media Governance Policy – Emergency Use
- 2014 Water Conservation Education Program/Water Smart Ambassador
- 2014 Low Flow Toilet Rebate program
- Urban Deer Public Education program (partnership with WildSafeBC)
- 2013 Annual Report coordination and production

- 2014 Municipal Election advertising coordination and 2014 Water Fluoridation Open House and referendum public information material and advertising
- Creation of City of Cranbrook staff intranet site

Planning and Development

- North Sector Plan
- Review of Parking Regulations in Zoning Bylaw
- Zoning for medical marihuana production
- Report on Civic Centre Workshop (City Hall Block) and Next Steps
- Application for removal of the City-owned former landfill site located on Highway 95A from the Agricultural Land Reserve (ALR)
- Conversion of Official Community Plan (OCP) map schedules to GIS format
- Completion of draft "St. Mary's Park Agreement"
- Site selection and land donation for Habitat for Humanity project in Slaterville

Bylaw, Policy and Research

- Municipal Election and Referendum, including new bylaws for Automated Voting and amendments to Elections Bylaw and Cease Fluoridation Bylaw
- Conflict of Interest and Respect in the Workplace policies
- Committee Maintenance (e.g. Recruitments, Terms of Reference)
- Revisions to the Council Procedure Bylaw
- Multi-Use Recreation Trail Bylaw
- Leisure Services Fees & Charges Bylaw

Business Licensing and Bylaw Services Division

- Shift rescheduling anticipated to allow for Saturday patrols of metered parking and animal control
- Proposed change of policy to deal with violators having more than two outstanding parking tickets
- Public education and visibility in parks and other public areas to encourage voluntary compliance with Animal Control Bylaw
- Continue to work with private contractor (SPCA) managing impounded and stray cats and dogs
- Initiated City Works database to benefit records management for all areas of bylaw enforcement related to properties

Public Transit

- Implementation of recommendations of 2013 Service Review (High School Semester Pass, Transit Shelter Schedules, Bench/ Bus Stop Relocations, Reallocation of Service Hours)
- On-going liaison with BC Transit

Records Management

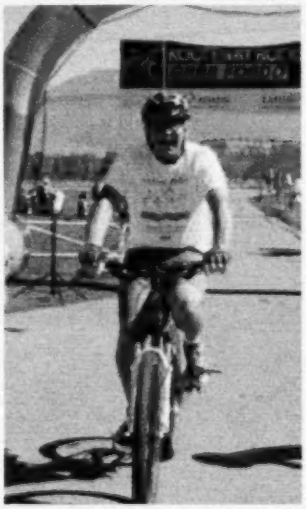
- Records destruction per Retention Schedule
- Initiated Records Management Integration - Electronic File Directories Implemented in Corporate Services
- Conversion of City documents (e.g. Bylaws, Council Agendas, City policies) to searchable electronic format for improved information access and management
- Public Information Management – update of City forms and applications to create consistency in format, adherence to *Freedom of Information and Protection of Privacy Act (FOIPPA)* and to allow user to electronically complete the form
- Freedom of Information and Protection of Privacy

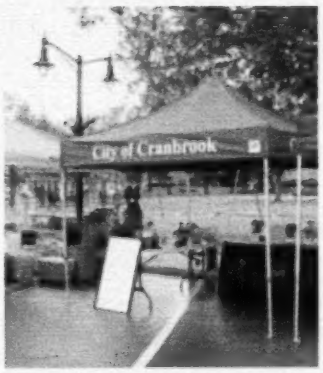
- Conducted seminar for Council and City staff regarding responsibilities for the freedom of information and protection of privacy
- Assigned City email addresses to Council members for use in all City business separate from personal email
- Added "Frequently Asked Questions" to City website to reduce potential for FOIPPA requests and increasing transparency
- Identified Personal Information Banks used by the City pursuant to legislative requirements
- Added required disclosure statement to City contracts and agreements regarding obligations of the City regarding FOIPPA

- Approval of electronic device/ iPad policy

Energy Management

- Development of a Strategic Energy Management Plan (SEMP)
- Development and implementation of LED Street Light Project
- Established Energy Management Guiding Principles for the City
- Established a Fire Hall Study Template
- Completed a basic ASHRAE "Level 1" study of the Fire Hall
- Initiated energy conservation studies and designs at Western Financial Place and the Curling Rink





Corporate Services Major Initiatives - 2015

- Electronic Agenda implementation
- Orientation of new Mayor and Council

Communications

- 2015 Water Conservation Education Program/Water Smart Ambassador
- Update 2015 Corporate Communications Strategy for Council approval
- 2015 Urban Deer Public Education program (partnership with WildSafeBC)
- Continue as staff liaison to East Kootenay Urban Mule Deer Translocation Trial
- 2014 Annual Report coordination and production
- Update Social Media Governance Policy to full unrestricted policy
- Create and implement City of Cranbrook e-Newsletter
- Create and implement City storm sewer public education program

Bylaw, Policy and Research

- Complete Municipal Ticketing Information System (MTIS) Bylaw and other related Bylaw amendments (e.g. Fine Schedules)
- Asset Management Policy
- Cemetery Bylaw Amendment (Columbarium)
- On-going Bylaw and Policy Review on Priority Basis
- Committee Maintenance (e.g. Recruitments, Terms of Reference)
- Support to grant application process

Public Transit

- Liaison with BC Transit

Business Licensing and Bylaw Services Division

- Return to full complement of staff will result in increased volume of tickets issued for bylaw violations
- Municipal Ticket Information Bylaw will be reviewed to include up-to-date offences and fines
- Continue proactive monitoring for business license compliance for new businesses and itinerant and/or non-resident contractors temporarily doing business in the city.

Records Management

- On-going Corporate Records Management
- 2015 Records Destruction
- Implement use of Electronic File Directories in all City departments

Energy Management

- Micro Generation Design Study
- Implementation of LED Street Light Project
- Modernizing the City's 1990 Energy Efficiency Policy
- Completion of energy conservation studies and designs at Western Financial Place and the Curling Rink

Corporate Services Major Initiatives - 2016 -2017

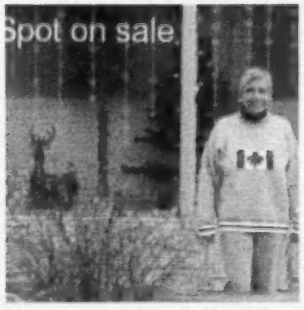
It is anticipated that there may be a carryover of some of the major initiatives between years as well as the addition of new projects and priorities as they are identified through the course of 2015.

Communications

- 2016 Water Conservation Education Program/Water Smart Ambassador
- 2016 Urban Deer Public Education program (partnership with WildSafeBC)
- Continue as staff liaison to East Kootenay Urban Mule Deer Translocation Trial
- 2015 Annual Report coordination and production
- Create Council and Management Media Training/Professional Development Program

Bylaw, Policy and Research

- Airport Parking and Business Control Bylaw
- Parks and Recreation Bylaw
- On-going Bylaw and Policy Review on priority basis as per Council's direction



- Equip bylaw officers with hand-held ticketing dispensers which retain a database to track repeat offenders without having to return to City Hall for information. Access to portable information will allow officers to tow vehicles in cases where previous tickets have not been paid

Records Management

- Provide ongoing records management support and training

Public Transit

- On-going implementation of Recommendations of Service Review
- Liaison with BC Transit

Cranbrook Public Library

The Library strives to create a safe and welcoming environment for all its users. After years of planning and months of diligent work by the City's Public Works crew, with the support of a number of local businesses, the fully renovated washrooms were unveiled in June. The redesign features improved accessibility off the main hallway, dedicated handicapped and family washrooms and hygienic and energy-saving fixtures.

A new bank of lights along the wall and the replacement of the drop lights in the atrium completed at the same time created more light and have made this reading area a more welcoming place for people to spend time in. This area now serves as the main location for author readings, a weekly knitting and crocheting club and one-on-one technology help, as well as continuing to be a place for people to sit, read and meet.

After looking at a number of different options to increase their ongoing public presence, the Friends of the Library decided to take over the maintenance of the book sale shelf beside the welcome desk. It features a selection of interesting books that people can purchase for only $2.00 perhaps to take to the beach. All the funds raised go towards purchasing new material for the Library's collections.

To continue to play its part in creating a vibrant community, the Library recognizes that it needs to go out into the community while still offering a range of relevant and interesting services and programs within its walls.

One such outreach activity in 2014 was the partnership between the Cranbrook Public Library and the Canadian Rockies International Airport to create a library kiosk in the secure zone at the airport for anyone to use. The kiosk includes a computer featuring the online resources like the Library's selection of thousands of eBooks people can borrow; information about BC OneCard, the province-wide program where a person can use their library card to borrow material from any other public library in the province and a book exchange shelf where travellers can pick up a book to read on their journey or leave one behind.

In August and September, 185 people, both users and non-users, completed a library service survey. The results showed that, while people think highly of the Library and its services, it needs to increase its visibility by reaching out via social media as well as traditional media. Further, it needs to adopt a flexible service model to let it rapidly respond to changing information needs though the implementation of innovative services.

To that end, Library staff is in the process of working towards a collaborative workplace model, a process that will continue through 2015. Further, it plans to create an endowment fund with the Cranbrook & District Community Foundation to secure an alternate source of revenue to use to pilot novel projects.

As more people connected with the Library online, it took steps to strengthen its social media presence and further develop its virtual branch that people can access from anywhere in the world at anytime on the Internet.

The Library's Facebook page had 209 likes at the beginning of 2014, increasing to 503 likes by year-end. The strategy is to make Facebook the main avenue to promote the Library's

services, programs and events as it taps into an established platform to connect to a large audience. At the same time the Library understands that traditional means of promotion retain great value. Therefore, staff developed an advertising strategy that covered all forms of local media resources to strategically advertise events throughout the year.

The Library launched its new catalogue in March. Features like 'Browse the Shelf', cover art, summaries, reviews, ratings and user-created lists to make it easier for people to find items. People can now find eBooks in the catalogue, along with books, audiobooks, DVDs, magazines, newspapers and online subscription resources. Consumer Reports and Ancestry.com are the Library's most popular subscription resources, which people can access for free with their membership card. People who need help using tablets to download eBooks can get help at the Library, where staff have access to a variety of devices that use the most popular platforms.

Wireless service now extends into the Manual Training School so that renters can access the Internet without need of wired connections or special access codes.

Cranbrook Public Library Mission Statement

The Cranbrook Public Library reaches out to support the needs and aspirations of everyone in our community by promoting literacy and providing access to the world's information, ideas and culture through a diverse range of services in a welcoming, respectful environment

Cranbrook Public Library Major Initiatives - 2015

- Continue with the change management process to have staff adopt a collaborative workplace model that will then let the library incorporate more outreach activities into existing services
- Explore different models for a café service within the Library and pursue a feasible option
- To ensure that people can borrow what they need in the format they want, whether print or electronic, the Library will conduct an in-depth review of how it allocates funds for new material
- Develop a special logo to mark the Library's 90th anniversary.
- Raise the funds needed to establish a designated Cranbrook Public Library Endowment Fund with the Cranbrook & District Community Foundation
- Develop a new website that integrates social media, online resources and the catalogue to more fully realize its function as a virtual branch

Cranbrook Public Library Major Initiatives - 2016

- Change the front desk's primary function from circulation services to customer service by implementing a self-service circulation system
- Enable staff to focus on providing more one-on-one customer service through prudent adoption of technological tools

Cranbrook Public Library Major Initiatives - 2017

- Work with our City to create new spaces designed for quiet study and small meetings
- Consider environmental impacts, aesthetics and comfort when replacing furniture and fixtures
- Develop a mobile branch to provide regularly scheduled library services to communities in Area C and neighbourhoods in Cranbrook

Economic Development

The mandate of Economic Development for the City of Cranbrook focuses on developing a diverse and resilient economy for the city and surrounding area. Specifically Economic Development aims to:

- create a healthy and vibrant business environment
- "weather - proof" our community's economy
- support the creation of stable good jobs

Specific areas of activity undertaken as part of the City's Economic Development efforts include:

- business retention, expansion and attraction
- identification and development of strategic economic infrastructure
- targeted community marketing (including tourism), industrial land and airport lands
- promotion and brokering of economic opportunities
- economic planning, research and liaison functions local and senior government partners

In undertaking Economic Development the City recognizes the important role Cranbrook plays as a regional service centre. As such, many of the Economic Development initiatives undertaken by Cranbrook are done from a collaborative perspective with our neighbouring communities in mind. The City's economic function is also intended to assist the City to deal effectively with increasingly complex economic development issues.

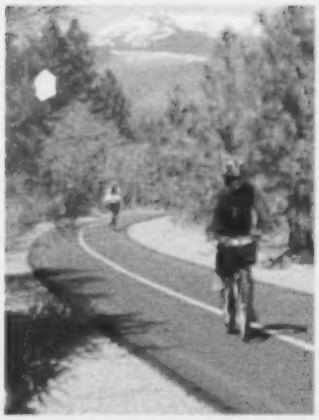
Administrative responsibility for Economic Development is assigned to the Business and Economic Development Manager (also referred to as the Economic Development Manager or Officer) who reports directly to the Chief Administrative Officer.

Broad direction for the Economic Development Manager efforts is provided through the City's 2010 to 2014 Economic Development Strategy. This direction is complemented by input provided through a ten-person economic development advisory committee established in 2011. The advisory committee is a select committee of Council and consists of: one member of City Council, one representative from the public education sector, one representative from the Cranbrook & District Chamber of Commerce, one representative of the Downtown Business Association and six members at large representing various sectors of our economy.

Economic Development Highlights 2014:

- Continued work on a variety of activities as part of the "Removing Barriers to Business" initiative undertaken with the Cranbrook & District Chamber of Commerce. These activities included working with several businesses to address local impediments and resulted in such improvements as a reduction of zoning restrictions for the C3 Neighbourhood Commercial Zone along with the successful siting of two new businesses
- Updated the Community Profile on the province's investment website "InvestBC"
- Supported the establishment of a new non-profit society for the new Canadian Rockies International Airshow
- Completed the review of the 2010-2014 economic development strategy. In association with the Economic Development Committee a draft updated strategy was prepared and will be finalized in 2015
- Continued efforts with a private partner to establish an export-scale bioenergy facility for the production of second-generation torrified wood pellets
- Supported Dycar Pharmaceuticals efforts to establish an $8 million medical marijuana production facility. When in full operation Dycar is expected to employ 200 full-time employees
- Worked with a private company for the establishment of a 0.9 MW solar farm on vacant City land. Development of the solar farm is anticipated in 2015
- Pursued redevelopment, with a private partner, of the old Tembec mill site as a manufacturing / industrial park
- Continued to advance a Business Retention, Attraction and Expansion Program for Cranbrook in partnership with the BC Economic Development Association (BCEDA)

- In partnership with the Government of BC and BCEDA continued to promote "Opportunities BC". The site enables the listing and promotion of local business investment and commercial property opportunities to provincial, national and international investors and entrepreneurs
- Targeted work to improve industrial land utilization including support for the repurposing of the old land-fill on Hwy 95A and development of City-owned lands at the airport for an Industrial / Business park
- Led the development of a free public Wi-Fi service at Western Financial Place.
- Supported local physician recruitment efforts through the "Red Carpet" committee
- Targeted print marketing in: Invest BC, Speaking of Impact, Riders West/SnowRiders, Kootenay Rockies 2014 Travel Guide, Soar (Pacific Coastal's inflight magazine) and Kelowna Airport travelers' magazine
- Undertook a series of tourism oriented social media marketing campaigns to promote a series of local events including the Sam Steele Days, the Rotary Club's Kootenay Gran Fondo cycling event. For the Kootenay Gran Fondo campaign Cranbrook received the 2014 Award of Excellence for Best Community Marketing Initiative from Kootenay Rockies Tourism Association.
- Worked with the tourism sector, the Chamber of Commerce and the Canadian Rockies International Airport to establish a local Tourism Destination Marketing Organization (DMO)
- Supported the assessment of the old fire hall on 11th Avenue S as a potential home for a new arts centre and the Cranbrook and District Arts Council.



Economic Development Major Initiatives - 2015

- Continuation of work to improve Cranbrook's competitive position and business climate
- Establish a local Tourism Destination Marketing Organization (DMO) for Cranbrook
- In partnership with the City of Kimberley:
  - Undertake a Cranbrook – Kimberley consumer shopping pattern study
  - Develop a mobile business licence program for the Cranbrook – Kimberley area
  - Assess the primary resource sector's need for supplies and services that can be procured locally
  - Establish a Cranbrook – Kimberly corridor economic development partnership with the City of Kimberley
- Secure, in partnership with CRIA, a private partner for development of the airport industrial lands
- Update the industrial land inventory and support targeted industrial land planning i.e., old landfill
- Targeted light industry investment attraction with specific outreach to the greater Calgary area
- Create a stronger Cranbrook web presence for economic development / business investment
- Work with the Province and the BC Economic Development Association to improve Cranbrook's presence on the provincial business investment web-site "Invest BC". Similarly utilize Community Futures' "Venture Connect" service for listing business investment opportunities

Economic Development Major Initiatives - 2016

- Developing new opportunities to strengthen the local manufacturing / industrial sector
- Advancing the growing interest in development of an alternative energy sector.
- Advancing development of the airport industrial commercial park
- Growing Cranbrook's opportunities in tourism
- Continue work to revitalize the downtown core

Engineering Services

The Engineering Services Department provides capital planning for and management of all City-owned linear infrastructure assets including design and contract management of linear infrastructure improvements and expansion. The Department maintains record information for reference purposes and maintains current comprehensive information on infrastructure asset condition. The City GIS systems are continually updated and maintained by the department for use and reference by all departments. Building inspection services are provided by the Department and are legislated under the *BC Building Code*. The Department administers sales of interment lots and associated records of interments in City cemeteries. All new land developments within the City are managed and administered through the Department as the Approving Authority including development cost charges. The Department provides traffic engineering services and provides general engineering advice to Council, City Administration and the public.

The overall management of Engineering Services Department is provided by the Director of Engineering Services. The Department's service responsibilities are provided by a total staff of eight:

- Director of Engineering Services
- Municipal Engineer/ Approving Officer
- Administrative Assistant
- Project Manager
- Construction Compliance Technologist
- GIS Coordinator
- Building Inspector
- Engineering Clerk/Assistant Approving Officer

In addition to responsibility for the overall management of the Engineering Department, the Director of Engineering Services is also responsible for approvals and administration of all new land development within the City. The Municipal Engineer/Approving Officer is responsible for design work related to City infrastructure, policy and procedure development, subdivision approval, construction contract administration and providing department management in the absence of the Director of Engineering Services. The Project Manager has primary responsibility for construction/ contract management of capital works. This position also advises the Cranbrook in Motion Committee on street and traffic operations on an as-requested basis. The Construction Compliance Technologist is responsible for inspection compliance related to construction of future City infrastructure assets within new land developments, the issuance of road occupancy permits and implementation of the CityWorks program. The GIS Coordinator is responsible for development and maintenance of City GIS systems. This position also develops GIS application policy and training needs to ensure City staff are proficient in the use of GIS systems. The GIS Coordinator and the Engineering Clerk coordinated with outside agencies to resolve and update any addressing issues within the City. The Building Inspector, assisted by the Engineering Clerk, processes, reviews and issues Building Permits for all buildings and structures constructed or altered within the City. This ensures the construction or alterations provides for the safety of the public by meeting standards as set out in the *BC and National Building Codes* and the related guidelines. The Building Inspector also reviews applications and issues permits for all new or altered signs within the City, ensuring compliance with City bylaw requirements. The Engineering Clerk also provides support to the Approving Officer in processing subdivision applications within the City. The Engineering Clerk also assists applicants when questioned concerning the development and building permit application process. The Department's day-to-day administration, records management functions, and reception duties are provided by the Administrative Assistant. This position also maintains records of the City cemeteries interment plots and administers the sales of plots on a demand basis.

The Engineering Department staff act as liaison to various committees. The City Engineer and the Engineering Clerk attend the Environment and Utilities

Committee meetings where the City Engineer provides information and feedback to the committee, and the Engineering Clerk provides administrative support. The Engineering Clerk also attends, organizes and provides administrative support to the Board of Variance Committee. The Municipal Engineer attends the Highway 3/95 Revitalization Committee to provide information, feedback and support

Engineering Services 2014 Highlights:

The first full irrigation was completed after the major work undertaken in the Wastewater Treatment and Disposal Improvement Project. The system in total achieves a high quality treated effluent that meets or exceeds all current Provincial and Federal Government criteria for application of treated sewage to land or discharge to surface waters. Cranbrook is one of a few communities across the country that now meets federal environmental guidelines as published in 2010. Upgrade work comprised of 16 different and unique components within a complex and detailed sewage treatment and disposal system ranging from construction of a new treated effluent storage pond (Pond #3 - a 1,000,000 cubic metre facility) and centralized computer control of spray irrigation equipment (28 irrigation pivots over 2500 acres of irrigated lands – all spray operations can now be controlled from a Smartphone) to the installation of a 550 mm diameter Outfall Pipeline from the site to a sewage diffuser structure located on the bed of the Kootenay River. Upgrading also included the construction of 2 UV disinfection facilities, upgrades to the existing main irrigation pump station, upgrades to and expansion of a sewage transfer pump station located at the sewage treatment facility within the city (3 cell lagoon facility), installation of a trash screening unit upstream of the transfer pump station, installation of high efficiency aeration systems within the three sewage lagoon treatment cells and within one of the large treated sewage effluent holding/storage ponds at the spray irrigation site together with high volume air blower stations to supply air to the aeration systems and a comprehensive supervisory control and data acquisition system (SCADA) designed to permit remote operation monitoring and process control to sewage treatment and disposal operators. The project has been recognized for its sustainable excellence by the BC Association of Professional Engineers and Geophysicists 2012 and the Federation of Canadian Municipalities (FCM) – Green Sustainability Award 2012. The Department will now focus on leveraging the City's sewage disposal facility as a Centre of Excellence related to the study and development of improved sewage to land applications through associations with private sector and public educational institutions seeking opportunities for post graduate research into sewage to land applications and technology and development of pilot installations to develop better treatment outcomes and expand associated science of sewage treatment processes.

The Capital Roads Program undertook the replacement of the underground lineal infrastructure, sidewalk, curb and gutter and road reconstruction on 6th Street North. This was a complete rebuild of this very busy collector road. The work went from Kootenay Street to Victoria Avenue and included the boring of a new water main and sanitary sewer main under Joseph Creek. The organic & clay subsurface material was replaced with engineered fill and geo-grid was used to strengthen the road base. Other work included the removal and repaving of 17th Avenue

Engineering (continued)

from 2nd Street North to 1st Street South; the repair and repaving of the 2nd Street North and Victoria Avenue intersection; the removal and repaving of Industrial Road No. 2 from Industrial Road "C" to Industrial Road No. 3; sidewalk replacement on 8th Avenue South; and sidewalk installation on Baker Street over Joseph Creek to 17th Avenue.

Storm water and drainage improvements were completed at 7th Street North West; this included the installation of three dry wells and perforated pipe to capture storm water runoff that had been creating significant issues at this location.

The Engineering Services Department worked with Leisure Services on the continuation of the pathway linkage from the termination of the Rails to Trails Pathway (that ends at McPhee Road) to connect with the Rotary Trail pathway system within the City of Cranbrook. Construction and paving of the remaining portion running from the railway at McPhee Road to Cranbrook Street/Highway 3/95 was completed in 2014.

A total of 253 building permits were issued in 2014, with a value of $40,057,258. a significant increase over 2013.

To further progress the CityWorks program and increase awareness among staff, training sessions were held at the fire hall in January 2014 and additional training was held for various users throughout the year. Public Works and Building Inspection staff were the focus of these training sessions, increasing our active CityWorks users to 43 throughout the corporation. The number and types of service requests have been increased to include the Bylaw Department, Building Department, Public Works and Corporate Services. The goal is to use CityWorks to track and record all service requests coming into the City. We have also expanded the CityWorks program to include a work order system which will be utilized by the Public Works staff. Consultants and City staff met to discuss what was needed from the system in order to work for Public Works staff and managers. The majority of this configuration work was completed by February 2014. We were able to implement a mobile CityWorks application on tablets for the Public Works staff and are working towards the full implementation in early 2015.

Efforts to improve the City's GIS database have also continued. Using GPS Trimble units, Public Works staff collected all of the traffic lights and street lights, so these assets can now be viewed using our online mapping systems (CityWorks/Geocortex). We have undertaken a program to make the Geocortex maps available to be viewed by the public on the City's website. This should be up and running in early 2015. Plans to collect additional data are being made for the spring and summer once weather conditions are appropriate. The OCP and Zoning layers from the Planning Department have undergone a considerable amount of review to ensure accuracy. They have been converted from AutoCAD to ArcGIS feature classes so that they can be included as a part of our GIS data central system. The most up-to-date zoning and OCP information can now be viewed by the public through the online mapping systems.

The work on the Integrated Infrastructure Capital Plan was nearing completion at the end of 2014. This includes the four components of the planning – Water Infrastructure, Waste Water Infrastructure, Storm Water Infrastructure and Road Infrastructure. The work on the inventory, risk analysis and compilation of data is all completed. The final deliverables will be ready in early 2015.

Engineering Services
Major Initiatives - 2015

- Continue to build linear Infrastructure asset databases, (replacement unit costs, lengths, diameters, age etc.)
- Continue to build a robust priorities based capital planning model to develop most cost effective capital rehabilitation strategies to reduce infrastructure gap (deficiency backlogs) based on Council set levels of service objectives
- Manage and implement 2015 Capital Road Infrastructure Program (design, prepare contract document, tender and construct rehabilitation of approximately 3 km of roads with a remove and replace program as directed by Council
- Develop succession plans for Engineering Services staff
- Move the Planners from Corporate Services to the Engineering office to better serve the public with the planning, building and development staff all in one location
- Change the department name to Engineering and Development Services, incorporating the planning component into the overall engineering structure
- Continue to build on the GIS system and develop a corporation wide asset that can be accessed and used by all
- Undertake a comprehensive roadway corridor assessment for capital roads planning purposes during period 2014 – 2018

- Finish comprehensive asset management investment planning model (AMIP) and Consolidated 15 Year Asset Management Plan
- Complete CityWorks PW Work Order system
- Prepare audit of new wastewater treatment and disposal systems per MOE direction and obtain the MSR Permit for the works from MOE
- Incorporate the new *BC Building Code* requirements and the work with the pending BC Government – *Building Act*, slated to be rolled out in May 2015
- Improvements to the Idlewild Dam as per the Dam Safety Review or conversely, drain the reservoir and remove the Idlewild Dam
- Construct 3 water monitoring wells at recommended locations within spray irrigation lands
- Replace the Motor Control Centre (MCC), Pumps and Motors, Variable Frequency Drives (VFD's) and related electrical components at the Spray Irrigation Pumphouse
- Obtain grant funding for the MCC project through the Build Canada Fund

Engineering Services
Major Initiatives - 2016

- Continue development of GIS system within City
- Continue succession planning
- Complete robust self administered in-house integrated capital planning model/tool to enhance City capital planning ability
- Review Subdivision and Development Servicing Bylaw for currency
- Dredge the Idlewild Dam reservoir to remove silt deposits
- Transfer Pipeline Rehabilitation

Engineering Services
Major Initiatives - 2017

- Enhance control of new land development compliance with City bylaws and reduced carbon footprint objectives as outlined in OCP and ICSP and evolving provincial policies.
- Develop asset management infrastructure financial model (AMIFM) to supplement integrated capital planning model .

Finance & Computer Services

The Finance Department administers the public financial resources of the City. The primary function of the Finance Department is to provide financial management information to City Council, staff and the public. Department personnel process daily financial and accounting transactions, implement and monitor internal control procedures, order goods and services and tender major projects.

Under the *British Columbia Community Charter*, the City is required to adopt a Five Year Financial Plan annually. This long-term approach to financial planning allows Council and the community to consider the impact that the current decisions will have on future financial matters. The Plan is updated each spring, prior to setting the tax rates, to reflect any changes that have occurred since the last Plan was adopted.

The Finance Department manages the Human Resources function for the Corporation including recruitment, compensation policies and practices, payroll, administration of collective agreements, educational and training programs, employee benefits, and supports a safe and healthy workplace through safety and wellness programs.

In any given year, $10 to $20 million will be spent on a variety of capital acquisitions and projects, and the repair and maintenance of the City's infrastructure. The Purchasing Division is responsible for overseeing the acquisition of goods and services and managing the disposal of surplus equipment in a responsible, professional and cost-effective manner.

The IT division is committed to providing a computing environment that supports the decision making process and facilitates the use of information by staff and residents of Cranbrook.

Finance and Computer Services 2014 Highlights:

Human Resources

- Recruited to various management and staff positions across the organization
- Review of current corporate occupational health & safety program
- Coordinated corporate wide customer service training
- Development of an updated respectful workplace policy and associated training for managers and staff
- Monitored progress of implementation of Union payroll processing through new payroll software

Purchasing

- Conducted numerous RFPs and ITTs
- Conducted sale of surplus equipment
- Developed and hosted vendor information session
- Developed new practices to better monitor procurement procedures

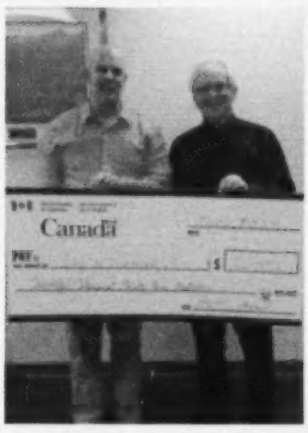
Finance

- Prepared 5 Year Financial Plan for Council's consideration
- Prepared 6 month interim management review
- Prepared 2013 year-end financial review and working papers
- Prepared annual financial reports including 2013 year-end financial statements
- Oversaw 2013 year-end audit of financial statements
- Provided assistance to the Auditor General for Local Government team
- Review of reserve funds
- Administered grant applications and prepared claims on several projects including:
  - Cranbrook Water & Electrical Building Rehabilitation - Heritage BC Legacy Funds
  - Fire mitigation projects
  - Tree planting - BC Hydro Re-Greening
  - Cycle/Walk Trail Extension Project – Community Recreation Program
  - Accessible Washroom (City Hall) - Enabling Accessibility Program
- Managed Provincial Emergency Plan (PEP) and Disaster Financial

Assistance Program (DFAP) claims related to spring 2014 flooding.

Information Technology

- Facilitated access to corporate IT infrastructure related to implementation of CityWorks platform
- Designed, configured and implemented new eMail system
- Implemented Wi-Fi at Western Financial Place
- In conjunction with Emergency & Fire Services, continued work on digital radio dispatch system
- Worked with Corporate Services to implement iPads for Council packages (paperless agenda)
- Replacement of failing telephone system at Western Financial Place
- Completed security upgrades in all server rooms and Points of Presence



Finance and Computer Services Major Initiatives - 2015

- Conduct immediate recruitment:
  - Director of Corporate Services
  - Manager of Human Resources
- Relocate IT offices
- Develop plan for review of IT division and systems
- Coordinate leadership training for management staff
- Support the implementation of recommendations resulting from the Occupational Health and Safety review
- Evaluate budget software
- Continue with negotiations to renew lease agreement with RCMP (current lease agreement expired December 2012)
- Finalize work to comply with PS 3260 Liability for Contaminated Sites (effective: fiscal period January 1 to December 31, 2015)
- Commence negotiations for a new collective agreement between the City and IAFF Local 1253 (current contract expired December 31, 2014)
- Develop Grants to Organizations Policy
- Update Accumulated Surplus Policy
- Complete Phase 2 fibre optic project
- Participate with other departments to submit grant applications under:
  - New Build Canada Fund
  - Federal Gas Tax Fund – Strategic Priorities Fund

Finance & Computer Services Major Initiatives - 2016-2017

- Review of IT department and systems
- Review and recommend updates to Human Resources policies
- Develop Reserve Fund Policy
- Develop and implement Annual Performance Plans for Exempt staff
- Develop contract guidelines
- Develop contractor/vendor performance evaluation
- Evaluate financial statement and year-end software
- Coordinate Finance's Tangible Capital Asset module with Engineering's Asset Management system
- Review and update the City's Frontage Tax Bylaw and consider frontage tax options

Fire & Emergency Services

Cranbrook Fire & Emergency Services mission is to provide efficient, professional emergency response and prevention services to our community. Further, we strive to build and maintain a positive work environment and support personal and team initiative in service delivery.

Cranbrook Fire & Emergency Services provides emergency service to approximately 24,000 residents within the City of Cranbrook and contract service areas within the Regional District of East Kootenay. We are a composite department consisting of 23 career and 7 auxiliary members. The organization consists of:

- Director
- Deputy Director
- Secretary / Dispatcher
- 4 Captains
- Training Coordinator
- Fire Prevention Coordinator
- 14 Fire Fighters

In order to provide quality and professional service, Cranbrook Fire & Emergency Services has adopted high level training and program delivery standards. Staff are certified and trained for all programs to National Fire Protection Association Standards or Industry Best Practices, which involves approximately 450 training sessions per year. Comprehensive training is essential to ensure WorkSafe BC compliance, maintaining insurance industry (Fire Underwriter's Survey) recommendations and maintaining skill competency to safely and effectively provide the following core services:

- Provide fire protection, first responder service and emergency services to City of Cranbrook and specified regions of Area 'C' (approximately 1,851 calls annually)
- Provide vehicle extrication
- Provide Operations Level Hazmat response within our emergency response area
- Provide fire safety public education programs within the community
- Responsible for the management of the City of Cranbrook's Emergency Program
- Responsible for enforcement of the *Fire Services Act* and *B.C. Fire Code Regulation*
- Responsible for fire investigations involving fires within the City of Cranbrook
- Provide confined space rescue
- Conduct fire safety inspections on all public buildings within the City of Cranbrook (approximately 1,200 inspections annually)
- Provide dispatch services for 9-1-1 fire and emergency services for 15 Kootenay communities (1,899 incidents managed)
- Provide dispatch, working alone and after hours call out service for the Fire Department, Public Works and (15) Fire Department dispatch clients

Cranbrook Fire & Emergency Services 2014 Highlights:

- Constructed fire training facility
- Completed Safety Officer Certification for all incident command staff
- Completed Fire Officer Level 1 Certification for level (4) staff (Officer Succession Planning)
- Ten (10) junior staff completed Emergency Management II Certification
- Completed a comprehensive review and revision of all CF&ES Operational Guidelines

- Completed annual performance reviews on all staff
- Implemented electronic fire inspection system
- Initiated program management model for all essential CF&ES programs

Cranbrook Fire and Emergency Services total number of incidents managed was 4180:

- 1851 were Fire and Emergency Services emergency responses
- 430 were from Public Works
- 1899 were from dispatch clients

Cranbrook Fire & Emergency Services Initiatives - 2015:

- Commence Fire Officer Level 2 training for level 3 and 4 staff
- Develop a business case for Full Service Operations
- Spec new fire apparatus for replacement of engine 1505
- Undertake Self Contained Breathing Apparatus (SCBA) replacement review
- Review and revise CF&ES Risk Management document
- Complete program management models for all CF&ES programs
- Implement compliance monitoring model for CF&ES essential programs
- Purchase new water tender (tanker)

Cranbrook Fire & Emergency Services Initiatives - 2016:

- Complete Fire Officer Level 1 training for remainder of 4th line staff
- Complete Fire Officer Level 2 training for level 3 staff
- Complete Fire Officer Level 1 training for first group of level 4 staff
- Undertake an accredited superior water shuttle accreditation assessment for contract protection area
- Spec new engine to replace unit 1505
- Year 1 of 2 year self contained breathing apparatus (SCBA) replacement program
- Implement performance measurement model for all fire department programs
- Renew agreement with City of Castlegar for E-911 Dispatch

Cranbrook Fire & Emergency Services Initiatives - 2017:

- Complete Fire Officer Level 1 training for all remainder of level 4 staff
- Negotiate and renew a sustainable long term Fire & Emergency Services Agreement with the RDEK
- Renew Agreement with SEM Resort Limited Partnership for fire suppression services
- Year 2 of self contained breathing apparatus (SCBA) replacement program
- Replace Chief's vehicle
- Revise CF&ES strategic plan

Leisure Services

The Leisure Services Department recognizes the health and wellness benefits of our residents participating in leisure and recreation programs. The Department strives to provide the best programs and facilities possible in utilizing available resources in the most efficient and economical means.

The Leisure Services Department promotes healthy lifestyles through the development of quality parks, facilities, recreation and cultural opportunities for the year round use of our citizens. It is the Department's mission to provide and promote parks, facilities, open spaces and leisure programming that will enhance active living and the wellbeing of individuals and our community. Leisure Services operates and maintains three ice arenas, an aquatic centre with a leisure pool, 25 meter 8 lane lap pool, hot tub, sauna and steam room; a squash court; booking of City and school district facilities (parks, gyms, classrooms).

The Department brings world class entertainment to the community, hosting major concerts and events at Western Financial Place, the premier sports and entertainment facility in the region.

Staffing Overview

- Director of Leisure Services
- 1 support staff
- Facilities Operations Manager
- .5 support staff and 12 full time Arena Technicians (4 positions are shared with Public Works)
- Events and Marketing Manager
- .5 support staff
- Programming and Staffing Coordinator
- 1 support staff and 3 part time and 3 casual front office staff
- 6 full time Summer Play Program staff
- 5 part time skate monitors
- Aquatic Coordinator
- 3 Life Guards part time– Level 3
- 3 Life Guards part time – Level 2
- 21 Level 1 and Relief Lifeguards – Casual/Relief

Leisure Services 2014 Highlights:

- Completed second phase of Rotary Link to join Rotary Way to NorthStar R2T. 2015 will see completion of final section around Chamber of Commerce, and the CPR crossing. (Grant funded 80%)
- Completed replacement of pedestrian bridges along Rotary Way and Idlewild Park (Grant funded 80%)
- Renewed an operational agreement with the NorthStar Rails to Trails Society to maintain the NorthStar Rails to Trails
- Partnered with Rocky Mountain Naturalists to conduct ongoing trail upgrades at Elizabeth Lake/ Confederation Park
- Hosted Larry the Cable Guy, Dean Brody, Kenny Rogers, Charlie Pride, Mount Baker Commencement and Kootenay Motor Show at Western Financial Place. Hedley was cancelled on the day of show due to illness of lead singer
- Partnered with the Connect Church to host Canada Day Celebrations at Moir Centennial Athletic Park
- Organized Operation Pitch In with local schools and groups to help clean the City
- Organized Move for Health Day

- Grand opening of the Bike Skills Parks at Balment Park
- Worked with a variety of user groups hosting activities/ projects such as Farmer's Market, Dog Show, Music in the Park, Multiculturalism Fair, Community Public Produce garden and more
- Expanded aquatic programming events to include BC Family Day, National Health and Fitness Day and the Family First Night events
- Completed playground equipment replacement at McKinnon Park
- Successful with grade three free swim lesson grant
- Implemented a non-motorized/non-equine bylaw for NorthStar Rails to Trail
- Worked with the Rotary Club to begin upgrades of the Rotary Way
- Upgraded counters and fixtures at Western Financial Place
- Implemented free public Wi-Fi system at Western Financial Place.
- Sound system upgrades to Western Financial Place
- Redeveloped and launched the Heritage Registry
- Developed and implemented a new Joint Use agreement with School District No. 5

Leisure Services
Major Initiatives - 2015

- Completion and delivery of a Parks and Recreation Master Plan
- Initiate planning process for Idlewild Park
- Complete Rotary Way to NorthStar R2T link
- Submit joint bid with City of Kimberley to host 55+ BC Games
- Seek grant opportunities to fund Grade Three free swim lessons for next school year
- Seek accessibility grants for mobility devices for aquatic centre.
- Continue to work with the Cranbrook Home Run Society to identify opportunities on improvements to Confederation Park
- Continue to work with Rocky Mountain Naturalists to improve and rebuild trail system at Elizabeth Lake
- Develop a dog off-leash area
- Develop a Bench Donation Program for City parks
- Host 5-6 major events at Western Financial Place
- Facility upgrades at Western Financial Place as per the RDH LifeCycle Assessment recommendations
- Deliver comprehensive Recreation Facility Energy Study
- Review and update all applicable Parks and Recreation bylaws
- Develop special event planning guide for public use of City recreation facilities
- Develop expanded capacity for box office operations at Western Financial Place
- Secure a new event floor for Western Financial Place
- Review of maintenance model for NorthStar Rails to Trails

Leisure Services
Major Initiatives - 2016

- Repairs and upgrades to Gyro Park tennis courts
- Replacement of playground equipment at Gyro Park
- Begin community consultation for Southview Park development
- Park upgrades at Pop Price Park, to support Slaterville planning process
- Replacement of playground equipment at Idlewild Park. Possible redevelopment opportunities
- Lighting upgrades at Western Financial Place

Leisure Services Major Initiatives - 2017

- Upgrades/development of Southview Park
- Upgrades to Kinsmen Arena including boards/glass, unit heaters and light fixtures
- Replace compressor at Memorial Arena
- Upgrades to Confederation Park ball fields
- Build ramp cover at Western Financial Place
- Equipment replacement at Curling Rink (chiller, condenser and compressor)
- Replace Ice Resurfacer

Public Works

Public Works crews keep the City moving. Taking care of approximately 198 km of paved roads and about 43 km of unpaved lanes and streets, the crews clear snow, sand, repair and clean our streets. The crews take care of public parking lots, sidewalks and pedestrian pathways, roadway and surface drainage channels, structures and storm sewers. To ensure traffic moves safely Public Works maintains traffic and pedestrian signals, street lighting, regulatory and information signage.

Approximately 8,300 water services are maintained to residences across the city as well as 1,054 business, and 49 industrial services. In 2014, 4.35 billion litres of potable water were delivered to clients. Public Works crews maintain, repair and replace the in-ground pipes delivering this essential service; monitor the quality of the water collected at two separate surface watersheds, maintain a diversion structure, surface water reservoir, disinfection facilities and feed lines. Instrumentation installed in the Gold Creek and Joseph Creek watersheds and at a diversion structure south of the City's Phillips Reservoir provides continuous on-line monitoring of surface water quality and flows from these valuable water sources. The equipment also monitors the apportionment of surface waters directed into the reservoir and into Joseph Creek, which flows through Cranbrook. The monitoring equipment measures conductivity, turbidity and temperature from each of the two watersheds and records flow from the Gold Creek pipeline. Crews completed 84 major repairs to water and sewer services in 2014.

Public Works also keeps the city clean and attractive. Crews collect residential solid waste and trash from public areas, are responsible for the maintenance and operation of the City's wastewater collection and treatment systems as well as effluent transfer to the Spray Irrigation site.

The Parks Department within Public Works maintains 164 hectares of parks and green spaces. Cranbrook has two water spray parks, seven play grounds, eleven baseball diamonds, five soccer fields, one football field, six tennis courts, and 10 km of Rotary Trail to be maintained. The Parks crew puts on a flower display each year with hanging baskets, flower/shrub beds. Parks also has an Urban Forest Management Plan to monitor trees, prune trees and have an aggressive tree planting plan. Grants, donations, and City funds have funded the planting of 109 trees in 2014.

City Hall, our arenas, the Public Works yard, Fire Stations and numerous small public buildings are maintained by Public Works personnel, directly and by contract, providing janitorial services, security, heat/ventilation/air conditioning services, carpentry, electrical, plumbing, painting, roofing, flooring, lighting and glazing.

The Director of Public Works is responsible for the overall operation of the department as well as the day-to-day operation of the utilities function.

The Public Works Manager looks after the roads, sidewalks, parks, cemeteries, and the collection of residential solid waste.

The Trades Manager oversees the building and fleet operation and is responsible for nine controlled traffic signals, 1,293 street lights, and roadway, transit, and information signage in the community.

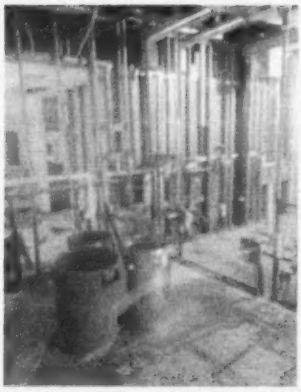
47 full-time staff provides the hands-on delivery of service and are supported by two administrative positions. During summer, a crew of 15 students is brought on to maintain the large area of parks, playfields and green space in the community.

Public Works 2014 Highlights:

- Tree Planting at Moir Park
- RCMP renovations on-going
- Fire Hall #1 Asbestos Abatement
- Library washroom renovation
- West/South entrance to Cranbrook - landscaping work
- Connected Spray Irrigation Site SCADA data collections to the existing database
- Field confirm transportation, and parks related GIS information
- Installed 2 low maintenance 'deep' trash receptacles
- Implemented pressure managed zone in the City's water distribution network
- Installed three pedestrian bridges on Joseph Creek at Idlewild Park and the Kinsmen greenbelt
- Trail improvements at Idlewild Park
- Implemented water quality monitoring program at Phillips Reservoir
- Controls and vehicle detection upgraded on Victoria Avenue at each of 2nd Street South and 2nd Street North intersections

Public Works
Major Initiatives - 2015

- Implement CityWorks based Work Order system
- Complete SCADA based Wi-Fi network
- Complete utility systems SCADA upgrades
- Policy and procedures relevant to Occupational Health and Safety Manual
- Tree planting at Kinsmen Quad Park
- Complete Clock Tower Square planting
- Install pedestrian bridge across Joseph Creek
- Field confirm transportation, parks and utility related GIS information
- Complete Fire Hall Training building
- Upgrade control valves and instrumentation at Pressure Reducing Stations
- Seal leaks in tunnel under the Phillips Reservoir
- Pave City Hall parking lot
- Downtown native plant display
- Influent screener building enclosure
- Watershed flow monitoring
- Phase 1 of 3 LED street light upgrade. Approximately 400 units
- Controls and vehicle detection upgrade at 14th Ave and 2nd Street South



Public Works
Major Initiatives - 2016

- Implementation of Joseph Creek tree removal
- Implementation of G.P.S. in City owned vehicles
- Field confirm transportation, parks and utility related GIS information
- Install camera actuated traffic signals
- Mobile equipment storage building
- Westlawn Cemetery paving and fencing
- Phase 2 of 3 LED street light upgrade. Approximately 400 units
- Controls and vehicle detection upgrade at Victoria Ave and Kootenay Street

Public Works
Major Initiatives - 2017

- Underground Sprinklers connected to a central control system
- Install camera actuated traffic signals
- Implement mechanized garbage collection
- Phase 3 of 3 LED street light upgrade. Approximately 400 units
- Controls and vehicle detection upgrade at Victoria Ave and 6th Street North

Royal Canadian Mounted Police

Strategic Community Investment Funds

The BC Provincial Government recognizes that most local governments rely on grant funding to meet operational and capital requirements. The Strategic Community Investment (SCI) Funds program provides funds to support local government services and make investments in community safety.

The SCI Funds are made up of Small Community and Traffic Fine Revenue Sharing Grants. As per the SCI Funds agreement signed in 2012, the City of Cranbrook received $277,655 in 2014. Of this money, $29,875 was used to purchase closed circuit camera equipment for the local RCMP detachment. The remainder was used to offset the cost of local police services.

Police Services

Community police services are provided by the Royal Canadian Mounted Police through a contract with the City of Cranbrook. The Cranbrook Detachment includes 26 municipal, 6 provincial and 1 federal positions making up 33 regular members. These 33 members are comprised of General Duty, a Plain Clothes Serious Crime Section, Crime Reduction Unit, a 2 member Forensic Identification Services team, Crime Prevention and Community Policing and a First Nations Policing Officer. Additionally, the Detachment has the services of a Police Dog Service handler and Victim Services. The detachment also has 13.5 positions for support staff made up of Municipal Employees and 1 Public Service Employee (Federal). Cranbrook Detachment has also moved an existing position to perform Municipal Traffic duties in order to better address concerns identified by the community in relation to traffic safety.

Cranbrook Municipal Detachment benefits from having access to specialized provincially funded equipment – not purchased nor maintained from Municipal funds. This includes two snowmobiles, two ATV's and a Rigid Hull Inflatable boat.

The Cranbrook Detachment has the benefit of being able to utilize a Containment Team comprised of members from Cranbrook Detachment and surrounding detachments. This team is managed and partially funded (equipment / training) from our Southeast District HQ in Kelowna. The City of Cranbrook has received the benefit of having this team deployed twice in our area since 2013, once in a rural area and the other for an incident in Cranbrook. Public and officer safety was greatly enhanced with the use of this team.

Staffing levels were very low over the first 3 quarters of 2014 due to injuries and long term illnesses, however, the last few months have seen a gradual trend of resources returning to work. There are no "hard" vacancies present.

Quarterly Mayor's Reports were provided to Mayor and Council in 2014 and provided a statistical look at several categories of crime that occurred throughout the year. In 2014, the Detachment responded to a total of 6,266 calls for service within the Municipal areas of responsibility. This was down 2.2% over last year.

Community Involvement

During the 2014 year, the Cranbrook RCMP regular members and volunteers participated in numerous community events. Events included the Kinsmen Home Show, Farmer's Market, Jail and Bail, Sam Steele Days, Auxiliary Bike Patrols, Kootenay Ice games, Remembrance Day Service, Citizenship Ceremonies and the Santa Claus Parade. Police presence was also provided at several concerts sponsored by the Western Financial Place. In addition, a booth was set up at the Kootenay Children's Festival utilizing the Child Find BC Organization's "All About Me" Identification Clinic. Regular members and Auxiliary Constables fingerprinted children along with taking current photos of the children for their booklets.

Local schools were visited on regular basis by designated School Liaison Officers who attended schools to interact with students and staff on an informal basis. As well, structured safety presentations were delivered on topics such as Halloween Safety, Stranger Danger, Internet Safety (sexting, texting, social media), and bullying. Regular members also participated in school basketball games and hockey games and attended school Remembrance Day Services.

Annual Performance Plan (APP)

Each fiscal year, the Cranbrook RCMP identifies policing priorities through consultation with the Mayor and Council, and other representative groups within the area that the Detachment is responsible for policing. A plan – referred to as the Annual Policing Plan (APP) was developed to address policing priorities.

For 2014 / 2015, the following Issues (priorities), Objectives and Initiatives were determined to address the policing priorities that were specific to the City of Cranbrook:

ISSUE:
1. TRAFFIC – Speeding in School Zones / Rural Areas

OBJECTIVE:
Contribute to Community Safety

INITIATIVE:
Traffic Watch Program

This initiative will see the development of a traffic watch group (expanded speed watch) to be deployed to problem areas. The group will be utilized to address concerns of jaywalking, school zones, and speeding. The RCMP is currently seeking volunteers to work with the program.

In order to address concerns identified around traffic safety in Cranbrook, a position was reallocated from existing resources to create a municipal traffic section. This unit complements General Duty members in their enforcement of school zones, unsafe operation of motor vehicles, and minor motor vehicle accidents.

ISSUE:
2. Violence – Domestic Violence

OBJECTIVE:
Reduce Crimes Against Persons

INITIATIVE:
Formation of an ICAT group

The Integrated Case Assessment Team is formed of representatives from the stakeholders involved in dealing with high risk domestic situations, such as the RCMP, Victim Services, Women's Outreach services and Child Protection Services where applicable. This team is used to assess serious domestic violence cases for low, medium, or high risk. They then develop a comprehensive safety plan and monitor these cases until they are determined to be low risk.

ISSUE:
3. Organized Crime – Drug Trafficking

OBJECTIVE:
To Reduce the Impact of Organized Crime

INITIATIVES:
1. Cranbrook / Kimberley Detachment Drug Task Force
This initiative, which was created as a partnership between Cranbrook and Kimberley detachments has seen great success since it began, resulting in a number of significant drug seizures and charges related to drug trafficking in our community. The success of this team also reduced the number of crimes directly related to the drug trade such as property crimes and assaults. In September 2014, this team went through a change as personnel were transferred to other detachments. The partnership with Kimberley detachment was maintained and the unit has now evolved into a Crime Reduction Unit, with its primary responsibility still being that of drug investigations. The transition went smoothly with the new personnel and they have already achieved significant success.

2. Formation of a Special Projects Unit
This initiative involved the formation of a team of members who can be redeployed from existing resources to target issues of concern on a short-term, proactive basis or when a file of significance occurs that requires more resources than the GIS and Crime Reduction Unit can provide. The persons for this team were selected however there was no deployment of the team in 2014.

ISSUE:
4. Safety – Youth and Cyber-bullying on Social Media

OBJECTIVE:
Contribute to Safer Youth

INITIATIVE:
Cyber-bullying presentations in Cranbrook Schools

This initiative involved presentations to age appropriate youth in Cranbrook schools to educate them on the phenomenon, dangers and consequences of engaging in social media based bullying. Cst. Forgeron conducted six presentations to the Grade 5 and Grade 6 classes, with the presentations being well-received. This initiative will be ongoing throughout the next year to ensure that more youth are reached with this important message.

Senior Management Team

- Wayne Staudt, CA
  Chief Administrative Officer
- Charlotte Osborne, CGA
  Director of Finance and Computer Services
- Roy Hales, MCIP
  Director of Corporate Services
- Eric Sharpe, B.A.sc.
  Director of Engineering and Development Services
- Chris New
  Director of Leisure Services
- Wayne Price
  Director of Fire and Emergency Services
- Joe McGowan, AScT
  Director of Public Works

- POLICE
  Royal Canadian Mounted Police
- SOLICITORS
  Murdy & McAllister
  Rockies Law Corporation
- BANK
  Bank of Montreal
- AUDITORS
  BDO Canada LLP

Management's Responsibility for Financial Reporting

To the Mayor and Members of Council:

In accordance with Section 167 of the Community Charter, we are pleased to submit the 2014 consolidated financial statements for the Corporation of the City of Cranbrook, together with the report of our auditors, BDO Canada LLP.

The preparation of the consolidated financial statements is the responsibility of the City's management. The statements have been prepared by City staff in accordance with Canadian generally accepted accounting principles for governments in the Province of British Columbia. These principles are based upon recommendations of the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

Financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly in all material respects.

The consolidated financial statements have been audited by BDO Canada LLP Chartered Accountants in accordance with Canadian generally accepted auditing standards on behalf of the ratepayers. The auditor's report expresses their opinion on these consolidated financial statements. The auditor has full and free access to the accounting records.

Charlotte Osborne, CPA, CGA
Director of Finance and Computer Services

Wayne Staudt, CPA, CA
Chief Administrative Officer

May 11, 2015

BDO

Tel: 250 426 4285
Fax: 250 426 8886
www.bdo.ca

BDO Canada LLP
35 - 10th Avenue S
Cranbrook BC V1C 2M9 Canada

Independent Auditor's Report

To the Mayor and Members of Council
of The Corporation of the City of Cranbrook

We have audited the accompanying financial statements of The Corporation of the City of Cranbrook, which comprise the consolidated statement of financial position as at December 31, 2014, and the consolidated statements of operations, changes in net debt, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the The Corporation of the City of Cranbrook as at December 31, 2014 and its statements of operations, changes in net debt and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

BDO Canada LLP

Chartered Accountants

May 11, 2015
Cranbrook, BC

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

The Corporation of the City of Cranbrook
Consolidated Statement of Financial Position

December 31	2014	2013
Financial Assets		
Cash and funds on deposit (Note 1)	**$ 37,769,563**	$ 32,660,560
Accounts receivable (Note 2)	**3,897,799**	4,888,081
Land held for resale	**-**	25,314
Deposit – Municipal Finance Authority (Note 3)	**1,299,202**	1,289,626
	42,966,564	38,863,581
Liabilities		
Accounts payable and accrued liabilities (Note 4)	**6,285,548**	6,099,181
Deferred revenue (Note 5)	**3,537,003**	5,295,493
Development cost charges (Note 6)	**2,446,932**	2,330,034
Reserve – Municipal Finance Authority (Note 3)	**1,299,202**	1,289,626
Debt (Note 7)	**33,117,895**	35,291,630
Capital lease obligation (Note 8)	**6,622**	14,518
	46,693,202	50,320,482
Net Debt	**(3,726,638)**	(11,456,901)
Non-Financial Assets		
Tangible capital assets (Note 9)	**188,964,850**	190,708,775
Inventories of supplies and prepaid expenses	**483,000**	500,500
	189,447,850	191,209,275
Accumulated Surplus	**$ 185,721,212**	$ 179,752,374

Charlotte Osborne, CPA, CGA
Director of Finance and Computer Services

Wayne Staudt, CPA, CA
Chief Administrative Officer

The accompanying significant accounting policies and notes form an integral part of these consolidated financial statements.

The Corporation of the City of Cranbrook
Consolidated Statement of Operations

For the year ended December 31	2014 Budget	2014 Actual	2013 Actual
Revenue			
Taxation for municipal purposes (Note 12)	$ 25,691,968	$ 25,566,017	$ 24,514,877
Grants in lieu of taxes	303,000	303,378	328,224
Utility fees	6,779,613	6,814,052	6,703,978
Federal government grants	5,277,084	2,290,788	2,003,558
Provincial government grants	3,283,553	439,246	462,087
Regional and other local government grants	407,522	353,162	370,865
Sale of services and fees	6,564,938	7,421,265	6,653,915
Service, penalties, and interest charges	384,606	338,042	369,756
Contributions from developers, and others	-	-	1,204,000
Contributed assets	-	9,736	74,391
Development cost charges	390,000	(649)	826
Interest earned on investments	325,900	468,631	365,439
Other revenue	241,008	1,932,014	411,777
Donations	40,525	30,698	26,248
	49,689,717	45,966,380	43,489,941
Expenses (Note 13)			
General government services	6,712,442	6,102,793	5,574,506
Protective services	8,739,612	8,552,656	7,936,901
Engineering services	3,067,409	2,837,540	2,741,071
Public work services	5,128,187	5,026,178	4,590,866
Western Financial Place	3,749,301	3,353,366	3,321,693
Recreation and cultural services	2,710,868	2,728,598	2,591,132
Water services	3,972,626	3,610,077	2,902,650
Sewer services	2,882,579	3,425,276	2,906,991
Solid waste services	2,038,109	1,972,074	1,967,129
Airport operations	2,366,323	2,388,984	2,354,262
	41,367,456	39,997,542	36,887,201
Annual Surplus (Note 15)	8,322,261	5,968,838	6,602,740
Accumulated Surplus, beginning of year	179,752,374	179,752,374	173,149,634
Accumulated Surplus, end of year	$ 188,074,635	$ 185,721,212	$ 179,752,374

The accompanying significant accounting policies and notes form an integral part of these consolidated financial statements.

The Corporation of the City of Cranbrook
Consolidated Statement of Changes in Net Debt

For the year ended December 31	2014 Budget	2014 Actual	2013 Actual
Annual Surplus	$ 8,322,261	$ 5,968,838	$ 6,602,740
Acquisition of tangible capital assets	(19,611,467)	(5,492,485)	(9,089,299)
Amortization of tangible capital assets	6,500,000	7,188,096	6,797,653
Loss on disposal of tangible capital assets	-	8,194	15,901
Proceeds on sale of tangible capital assets	-	40,120	23,851
Net consumption of supplies and prepaid expenses	-	17,500	20,811
	(13,111,467)	1,761,425	(2,231,083)
Change in net financial assets (debt) for the year	(4,789,206)	7,730,263	4,371,657
Net debt, beginning of year	$(11,456,901)	$(11,456,901)	$(15,828,558)
Net debt, end of year	$(16,246,107)	$ (3,726,638)	$(11,456,901)

The accompanying significant accounting policies and notes form an integral part of these consolidated financial statements.

The Corporation of the City of Cranbrook
Consolidated Statement of Cash Flows

For the year ended December 31	2014	2013
Operating transactions		
Annual Surplus	$ 5,968,838	$ 6,602,740
Items not involving cash		
Contribution from developers and others	-	(1,204,000)
Contributed assets	(9,736)	(74,391)
Actuarial adjustment	(275,349)	(234,236)
Amortization	7,188,096	6,797,653
Loss on sale of tangible capital asset	8,193	15,901
Changes in non-cash operating balances		
Accounts receivable	990,282	6,963,479
Property acquired for taxes	-	78,879
Inventory and prepaid expenses	17,500	20,811
Accounts payable and accrued liabilities	186,368	(1,395,758)
Deferred revenue	(1,758,490)	753,551
Development cost charges	116,898	150,132
Land held for resale	25,314	(3,990)
	12,457,914	18,470,771
Capital transactions		
Acquisition of tangible capital assets	(5,482,749)	(7,809,624)
Proceeds on sale of tangible capital assets	40,120	23,851
	(5,442,629)	(7,785,773)
Financing transactions		
Repayment of debt	(1,898,386)	(1,858,710)
Repayment of obligations under capital lease	(7,896)	(6,643)
	(1,906,282)	(1,865,353)
Net change in cash and funds on deposit	5,109,003	8,819,645
Cash and funds on deposit, beginning of year	32,660,560	23,840,915
Cash and funds on deposit, end of year	$ 37,769,563	$ 32,660,560
Supplementary Information:		
Interest Received	$ 468,631	$ 380,646
Interest Paid	$ 1,847,283	$ 1,985,904

The accompanying significant accounting policies and notes form an integral part of these consolidated financial statements.

The Corporation of the City of Cranbrook
Summary of Significant Accounting Policies

December 31, 2013

Basis of Presentation

The consolidated financial statements of the City are the representations of management and are prepared in accordance with Canadian generally accepted accounting principles for governments using guidelines issued by the Public Sector Accounting Board ("PSAB") of the Canadian Institute of Chartered Accountants.

Reporting Entity

The reporting entity is comprised of all organizations and enterprises accountable for the administration of their financial affairs and resources to City Council and which are owned or controlled by the City of Cranbrook.

These consolidated statements reflect the assets, liabilities, revenues, expenses, changes in net debt, and cash flows of the reporting entity. In addition to the general City of Cranbrook departments, the reporting entity includes the Cranbrook Public Library.

Funds on Deposit

Funds on deposit include temporary investments recorded at the lower of cost or market value.

Land Held for Resale

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes the original acquisition cost, plus any professional fees incurred in association with the acquisition. Net realizable value is defined as the estimated selling price less any estimated costs necessary to make the sale.

Vacation and Sick Pay

Vacation pay is charged to expense in the year it is earned. Sick leave is allocated on an annual basis and does not accrue beyond the fiscal year and therefore is charged to expense when taken.

Development Cost Charges

Development cost charge ("DCC") levies are restricted by by-law in their use for providing funds to assist the municipality in paying the capital cost of providing, constructing, altering or expanding sewage, water, drainage and highway facilities and the revenue is deferred until the expenses are incurred. When DCC expenses are made, a corresponding amount is recorded in revenue as "Development Cost Charges."

Inventories of Supplies and Prepaids

Inventories and prepaid expenses held for consumption are recorded at the lower of cost and replacement cost and are reported as non-financial assets.

The Corporation of the City of Cranbrook
Summary of Significant Accounting Policies (continued)

December 31, 2013

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. The cost and accumulated amortization of assets no longer in use are removed from the accounting records and the difference between net proceeds, if any, and the net book value is recorded as revenue or expense. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing in the year following acquisition as follows:

Land	Not amortized
Land improvements	15 to 25 years
Buildings	10 to 50 years
Technology – IT	5 to 10 years
Equipment	
Furniture and equipment	10 to 15 years
Equipment under capital lease	5 years
Infrastructure	
Roads and sidewalks	10 to 75 years
Storm sewers	25 to 40 years
Parking lots	15 to 50 years
Water infrastructure	25 to 60 years
Sewer infrastructure	20 to 50 years
Airport runway	20 to 40 years
Parks	10 to 50 years
Library book collection	3 to 10 years
Construction in progress	Not amortized

When there has been a change in circumstances and the service potential of a tangible capital asset has declined, the asset is written down based upon the relative loss of the service potential. If a tangible capital asset no longer contributes to the City's ability to provide services, its carrying amount is written down to its residual value.

The Corporation of the City of Cranbrook
Summary of Significant Accounting Policies (continued)

December 31, 2014

Revenue Recognition

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues and the amounts to be received can be reasonably estimated and collection is reasonably assured.

Taxation for municipal purposes is recorded as revenue in the period the taxes are levied.

User charges, fees, and other amounts collected for which the City has an obligation to perform or provide a future service are deferred until the service is provided.

Contributions or other funding received which has externally imposed restrictions are initially accounted for as deferred revenue and then recognized as revenue when used for the specific purpose.

Contributions received in-kind are recognized as revenue in the period received at the fair market value at the time of the contributions.

Government Transfers

Government transfers, which include legislative grants, are recognized in the period in which events giving rise to the transfers occur, provided that the transfers are authorized, any eligibility criteria have been met, and a reasonable estimate of the amount can be made unless the transfer agreement contains stipulations that create a liability in which case the transfers are recognized as revenue over the period that the liability is extinguished.

Budget Figures

The budget figures are from the Five Year Financial Plan Bylaw to be adopted each year. They have been reallocated and adjusted to conform to PSAB Financial Statement Presentation.

Use of Estimates

The consolidated financial statements of the City have been prepared in accordance with Canadian Public Sector accounting standards. The preparation of financial statements in conformity with these standards requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates. Significant areas requiring the use of management estimates include the determination of useful life and amortization of tangible capital assets.

The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements

December 31, 2014

1. Cash and Funds on Deposit

Amounts included in cash and funds on deposit which have been specifically designated and set aside for internally and externally restricted purposes total $16,441,780 (2013 - $14,265,515).

2. Accounts Receivable

	2014	2013
Taxes - current	$ 962,178	$ 1,060,067
- arrears and delinquent	515,486	628,879
Federal government	150,044	1,791,604
Province of British Columbia	176,511	44,676
Regional and other local governments	5,000	102,683
Other receivables	2,088,580	1,260,172
	$ 3,897,799	$ 4,888,081

3. Deposit and Reserve - Municipal Finance Authority

The City issues its debt instruments through the Municipal Finance Authority. As a condition of these borrowings, a portion of the debenture proceeds are withheld by the Municipal Finance Authority as a debt reserve fund. The City also executes demand notes in connection with each debenture whereby the City may be required to loan certain amounts to the Municipal Finance Authority. The details of the cash deposits and demand notes at year end are as follows:

	2014	2013
Demand notes	$ 959,198	$ 959,198
Cash deposits	340,004	330,428
	$ 1,299,202	$ 1,289,626

4. Accounts Payable and Accrued Liabilities

	2014	2013
Federal government	$ 1,309,599	$ 1,256,160
Province of British Columbia	160,977	319,084
Regional and other local governments	6,248	7,856
Vacation and accrued benefits payable	814,610	713,881
Other payables	3,994,114	3,802,200
	$ 6,285,548	$ 6,099,181

The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements

December 31, 2014

5. Deferred Revenue

	2014	2013
Property taxes	$ 2,758,535	$ 2,697,569
Federal government grants	-	1,459,742
Other	778,468	1,138,182
	$ 3,537,003	$ 5,295,493

Effective April 1, 2014, the City entered into a new Gas Tax Agreement, funded by the Government of Canada, administered by the Union of BC Municipalities (UBCM). The previous agreement contained externally imposed stipulations on the use of the *Community Works Fund* portion that resulted in the unspent funds being recorded as deferred revenue in 2013. Under the new agreement, those stipulations are reduced and retained funds no longer represent a liability. Consequently, the balance of *Community Works Fund* receipts on hand at December 31, 2014 were recognized as revenue.

6. Development Cost Charges

	2014	2013
Balance, beginning of year	$ 2,330,034	$ 2,179,902
Add:		
Interest earned	29,229	27,754
Development cost charge levies	87,020	123,204
	2,446,283	2,330,860
Deduct:		
Expenditures/(Recoveries)	(649)	826
Balance, end of year	$ 2,446,932	$ 2,330,034

The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements

December 31, 2014

7. Debt

	2014	2013
Mortgages		
Mortgage debt is repayable to Canada Life Assurance Company, repayable monthly in the amount of $74,721, including interest at 7.25%, maturing 2030.	$ **8,536,251**	$ 8,812,502
Demand Loan		
Debt is repayable to the Bank of Montreal, repayable monthly in the amount of $60,232 including interest at 4.48%, maturing 2020.	**8,215,429**	8,561,899
Debenture Debt		
Debenture debt is repayable to the British Columbia Municipal Finance Authority. Existing debentures mature in annual amounts to the year 2032 and interest is payable at rates ranging from 1.75% to 4.82% per annum.	**16,216,215**	17,717,229
Demand Promissory Note		
Note is repayable to the British Columbia Municipal Finance Authority in accordance with S. 178 of the Community Charter. Interest, at variable daily rates, is paid monthly. Principal must be repaid within 5 years	**150,000**	200,000
	$ 33,117,895	$ 35,291,630

The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements

December 31, 2014

7. Debt (continued)

Future minimum principal payments and actuarial adjustments required on debt for the next five years and thereafter, assuming loan is not demanded, are due as follows:

	Debenture Debt	Demand Loan	Mortgages	Total
2015	$ 1,281,266	$ 362,113	$ 296,500	$ 1,939,879
2016	1,287,053	378,673	318,386	1,984,112
2017	1,284,566	395,991	341,887	2,022,444
2018	1,209,599	414,100	367,123	1,990,822
2019	1,423,126	433,037	394,222	2,250,385
2020 and thereafter	9,880,605	6,231,515	6,818,133	22,930,253
	$ 16,366,215	$ 8,215,429	$ 8,536,251	$ 33,117,895

8. Capital Lease Obligation

	2014	2013
Computer equipment lease, minimum monthly payments of $638, interest rate 7.89%, expires November 2015.	$ 6,622	$ 14,518

Future minimum payments under capital lease are:

Year	Amount
2015	$ 6,833
	6,833
Imputed interest	(211)
	$ 6,622

The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements

December 31, 2014

9. Tangible Capital Assets

	2014								
	Land	Land Improvements	Buildings	Technology - IT	Equipment	Infrastructure	Construction in Progress	Library Book Collection	Total
Cost, beginning of year	$ 10,340,854	$ 5,039,444	$ 58,861,111	$ 4,732,401	$ 11,967,678	$ 183,243,705	$ 767,604	$ 668,804	$ 275,621,601
Additions	25,314	-	368,483	279,740	808,266	2,721,103	1,241,544	48,033	5,492,483
Disposals	-	-	(9,126)	(152,668)	(220,151)	-	(35,313)	(67,732)	(484,990)
Reclassification - Construction in Progress	-	-	42,702	-	110,595	101,927	(255,224)	-	-
Cost, end of year	10,366,168	5,039,444	59,263,170	4,859,473	12,666,388	186,066,735	1,718,611	649,105	280,629,094
Accumulated amortization, beginning of year	-	1,165,950	16,086,345	888,316	5,970,663	60,423,648	-	377,904	84,912,826
Amortization	-	157,575	1,565,059	371,651	708,446	4,321,010	-	64,354	7,188,096
Disposals	-	-	(9,126)	(152,668)	(207,151)	-	-	(67,732)	(436,677)
Accumulated amortization, end of year	-	1,323,525	17,642,278	1,107,299	6,471,958	64,744,658	-	374,526	91,664,244
Net carrying amount, end of year	$ 10,366,168	$ 3,715,919	$ 41,620,892	$ 3,752,174	$ 6,194,430	$ 121,322,077	$ 1,718,611	$ 274,579	$ 188,964,850

December 31, 2014

9. Tangible Capital Assets (continued)

									2013
	Land	Land Improvements	Buildings	Technology - IT	Equipment	Infrastructure	Construction in Progress	Library Book Collection	Total
Cost, beginning of year	$ 10,342,051	$ 4,328,313	$ 55,382,407	$ 4,297,037	$ 11,489,124	$ 177,693,864	$ 2,687,360	$ 676,402	$ 266,896,558
Additions	-	562,936	1,548,439	456,234	590,595	5,262,602	618,116	50,377	9,089,299
Disposals	(1,197)	-	(19,600)	(58,182)	(227,302)	-	-	(57,975)	(364,256)
Reclassification									
- Construction in Progress	-	148,195	1,917,439	37,312	115,261	319,665	(2,537,872)	-	-
- Other	-	-	32,426	-	-	(32,426)	-	-	-
Cost, end of year	10,340,854	5,039,444	58,861,111	4,732,401	11,967,678	183,243,705	767,604	668,804	275,621,601
Accumulated amortization, beginning of year	-	1,025,131	14,648,224	629,909	5,489,418	56,277,440	-	369,555	78,439,677
Amortization	-	140,819	1,457,721	316,589	669,992	4,146,208	-	66,324	6,797,653
Disposals	-	-	(19,600)	(58,182)	(188,747)	-	-	(57,975)	(324,504)
Accumulated amortization, end of year	-	1,165,950	16,086,345	888,316	5,970,663	60,423,648	-	377,904	84,912,826
Net carrying amount, end of year	$ 10,340,854	$ 3,873,494	$ 42,774,766	$ 3,844,085	$ 5,997,015	$ 122,820,057	$ 767,604	$ 290,900	$ 190,708,775

10. Credit Facility

The Municipality has a credit facility agreement with a financial institution which provides for a total commitment of $6,000,000. At December 31, 2014, the Municipality had drawn an amount of $Nil (2013 - $Nil) on this agreement.

11. Pension Liability

The City and its employees contribute to the Municipal Pension Plan ("the Plan"), a jointly trusteed pension plan. The Board of Trustees, representing Plan Members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The Plan has about 182,000 active members and approximately 75,000 retired members. Active members include approximately 36,000 contributors from the local government.

The most recent actuarial valuation as at December 31, 2012 indicated a $1,370 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the Plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The City of Cranbrook paid $971,427 (2013 - $864,142) for employer contributions to the Plan in fiscal 2014.

The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements

December 31, 2014

12. Taxation for Municipal Purposes

Taxation revenue for municipal purposes is comprised of the following amounts:

	2014	2013
Total levies and special assessments	$ 34,599,621	$ 33,596,714
Transfers to other governments:		
Regional District of East Kootenay	477,916	470,372
School District	7,852,382	7,905,416
Regional Hospital District	497,605	501,147
BC Assessment Authority	205,701	204,902
	9,033,604	9,081,837
General municipal purposes	$ 25,566,017	$ 24,514,877

13. Expenses by Object

	2014	2013
Administration	$ 2,640,903	$ 2,386,939
Amortization expense	7,188,096	6,797,653
Contract and professional services	10,517,149	9,077,093
Contributions to organizations	469,724	426,103
Debt servicing and financing charges	1,789,738	1,960,041
Materials, supplies, repairs, maintenance	3,744,551	3,170,811
Wages and benefits	13,647,381	13,068,561
	$ 39,997,542	$ 36,887,201

The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements

December 31, 2014

14. Commitments and Contingencies

a) Purchase and Service Contracts

The City has purchase and service contracts with estimated annual minimum payments of $6,750,000 (2013 - $6,091,000).

b) Contingency for Pension Plan Contributions

The City is required to match employee contributions to the Municipal Pension Plan when an employee decides to purchase enrolment arrears for service periods prior to January 1, 1988. The future pension cost for this is unknown and these amounts, if any, will be expensed as payroll costs in future years when paid.

c) Other Contingencies

There are potential lawsuits pending in which the City is involved. It is considered that the potential claims against the City resulting from such litigation and not covered by insurance would not materially affect the consolidated financial statements of the City. These amounts, if any, will be expensed in future years when the claims are settled.

The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements

December 31, 2014

15. Budget

The Budget adopted by Council on April 7, 2014 was not prepared on a basis consistent with that used to report actual results (Public Sector Accounting Standards). The budget was prepared on a modified accrual basis while Public Sector Accounting Standards require a full accrual basis. The budget figures anticipated use of surpluses accumulated in previous years to reduce current year expenditures in excess of current year revenues to $nil. In addition, the budget recognized a revenue item equal to the budgeted amortization expense. As a result the budget figures presented in the statements of operations and net debt represent the Budget adopted by Council on April 7, 2014 with adjustments as follows:

	2014
Budgeted surplus for the year	$ -
Add:	
Capital expenditures	19,611,467
Debt repayment	1,898,063
Transfers to surplus	546,802
Less:	
Net transfers from reserves	(35,395)
Proceeds from debt to fund capital expenditures	(3,662,100)
Transfers from accumulated surplus	(3,536,576)
Non-funded amortization	(6,500,000)
	$ 8,322,261

16. Trust Funds

The Municipality holds funds in trust for specific uses comprised of the following amounts:

	2014	2013
Westlawn Perpetual Care Fund	$ 404,690	$ 400,515
Donations "In Trust"	436	-
	$ 405,126	$ 400,515

The assets and offsetting liabilities are not reflected in the Municipality's consolidated financial statements.

The Corporation of the City of Cranbrook
Notes to Consolidated Financial Statements

December 31, 2014

17. **Segment Disclosure**

The City of Cranbrook has identified the General, Utility and Airport funds as distinguishable activities of the municipality, and the Cranbrook Public Library as a distinguishable organization for which it is appropriate to separately report financial information.

The nature and activities of these identified segments are as follows:

- The General fund provides administration, protection (fire and police), public works, engineering, and recreation services and are funded through property taxation, grants, and service/user fees.

- The Utility fund provides water, sewer and solid waste services and is self-supporting, primarily funded by user fees and parcel taxes.

- The Airport fund encompasses the activities of the Canadian Rockies International Airport, a commercial operation.

- The Cranbrook Public Library is a municipal public library established under Bylaw No. 3418 to provide library services to the municipality.

The financial activities of these segments are reported in the following Schedule - Segment Reporting of Revenue and Expenses.

The Corporation of the City of Cranbrook
Schedule - Segment Reporting of Revenue and Expenses

For the year ended December 31 — **2014**

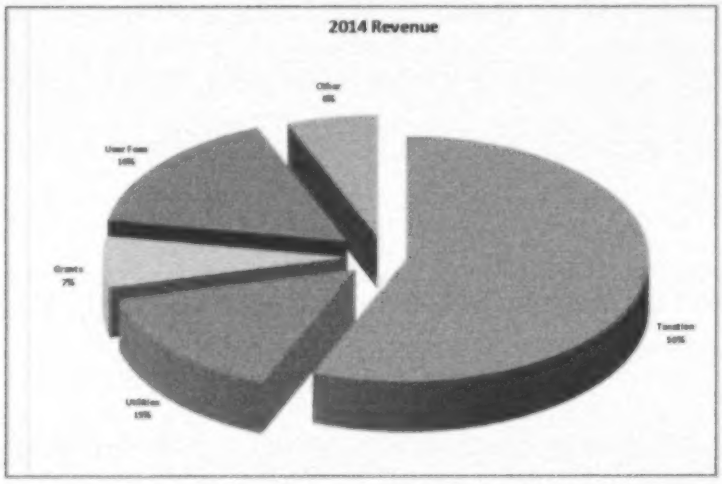
	General	Utility	Airport	Library	Elimination	Total
Revenue						
Taxation for municipal purposes	$ 23,255,899	$ 2,310,118	$ -	$ -	$ -	$ 25,566,017
Grants in lieu of taxes	303,378	-	-	-	-	303,378
Utility fees	-	6,814,052	-	-	-	6,814,052
Federal government grants	2,290,788	-	-	-	-	2,290,788
Provincial government grants	337,843	-	-	101,403	-	439,246
Regional and other local government grants	205,562	10,000	-	688,015	(550,415)	353,162
Sale of services and fees	6,060,929	241,591	2,800,307	-	(1,681,562)	7,421,265
Service, penalties, and interest charges	297,085	40,957	-	-	-	338,042
Contributions from developers, and others	-	-	-	-	-	-
Contributed assets	-	-	-	9,736	-	9,736
Development cost charges	-	(649)	-	-	-	(649)
Interest earned on investments	391,187	68,030	43,676	-	(34,261)	468,631
Other revenue	178,017	1,644,644	53,932	55,419	-	1,932,014
Donations	-	-	-	30,698	-	30,698
	33,320,688	11,128,743	2,897,915	885,272	(2,266,238)	45,966,380
Expenses						
General government services	6,696,818	-	-	-	(594,024)	6,102,793
Protective services	8,585,206	-	-	-	(32,550)	8,552,656
Engineering services	2,837,540	-	-	-	-	2,837,540
Public work services	5,599,098	-	-	-	(572,920)	5,026,178
Western Financial Place	3,356,205	-	-	-	(2,839)	3,353,366
Recreation and cultural services	1,883,688	-	-	853,022	(8,112)	2,728,598
Water services	-	4,098,633	-	-	(488,556)	3,610,077
Sewer services	-	3,752,733	-	-	(327,457)	3,425,276
Solid waste services	-	2,160,854	-	-	(188,780)	1,972,074
Airport operations	-	-	2,439,983	-	(51,000)	2,388,984
	28,958,555	10,012,220	2,439,983	853,022	(2,266,238)	39,997,542
Annual Surplus	$ 4,362,133	$ 1,116,523	$ 457,932	$ 32,250	$ -	$ 5,968,838

The Corporation of the City of Cranbrook
Schedule - Segment Reporting of Revenue and Expenses

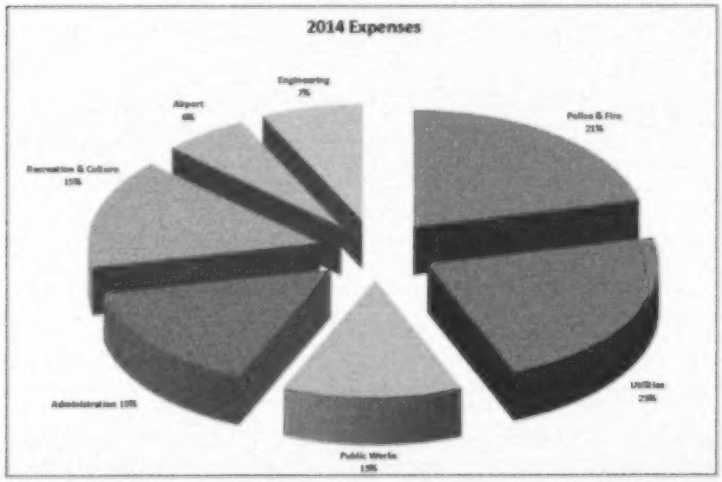
For the year ended December 31 **2013**

	General	Utility	Airport	Library	Elimination	Total
Revenue						
Taxation for municipal purposes	$ 22,204,846	$ 2,310,031	$ -	$ -	$ -	$ 24,514,877
Grants in lieu of taxes	328,224	-	-	-	-	328,224
Utility fees	-	6,703,978	-	-	-	6,703,978
Federal government grants	467,309	1,510,710	24,102	1,437	-	2,003,558
Provincial government grants	350,101	10,000	-	101,986	-	462,087
Regional and other local government grants	236,564	-	-	134,301	-	370,865
Sale of services and fees	5,640,091	204,738	2,357,301	-	(1,548,215)	6,653,915
Service, penalties, and interest charges	328,263	41,493	-	-	-	369,756
Contributions from developers, and others	835,221	368,779	-	-	-	1,204,000
Contributed assets	62,873	-	-	-	11,518	74,391
Development cost charges	-	826	-	-	-	826
Interest earned on investments	289,469	71,063	37,624	-	(32,717)	365,439
Other revenue	158,587	142,052	45,408	602,934	(537,204)	411,777
Donations	-	-	-	37,766	(11,518)	26,248
	30,901,548	11,363,670	2,464,435	878,424	(2,118,136)	43,489,941
Expenses						
General government services	6,156,520	-	-	-	(582,014)	5,574,506
Protective services	7,965,614	-	-	-	(28,713)	7,936,901
Engineering services	2,741,071	-	-	-	-	2,741,071
Public work services	5,078,448	-	-	-	(487,582)	4,590,866
Western Financial Place	3,324,238	-	-	-	(2,545)	3,321,693
Recreation and cultural services	1,860,626	-	-	737,337	(6,831)	2,591,132
Water services	-	3,357,255	-	-	(454,605)	2,902,650
Sewer services	-	3,244,665	-	-	(337,674)	2,906,991
Solid waste services	-	2,135,301	-	-	(168,172)	1,967,129
Airport operations	-	-	2,404,262	-	(50,000)	2,354,262
	27,126,517	8,737,221	2,404,262	737,337	(2,118,136)	36,887,201
Annual Surplus	$ 3,775,031	$ 2,626,449	$ 60,173	$ 141,087	$ -	$ 6,602,740

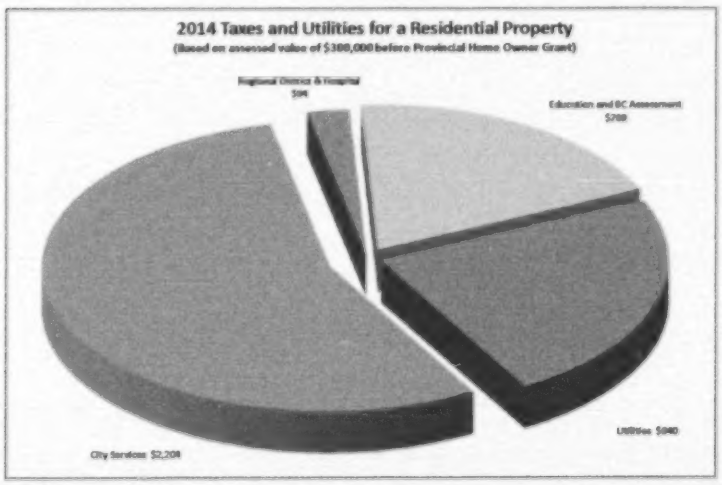
2014 Revenue



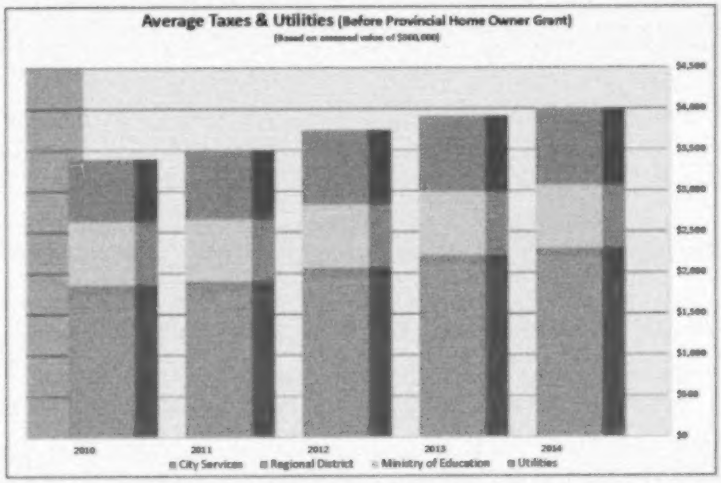
2014 Expenses



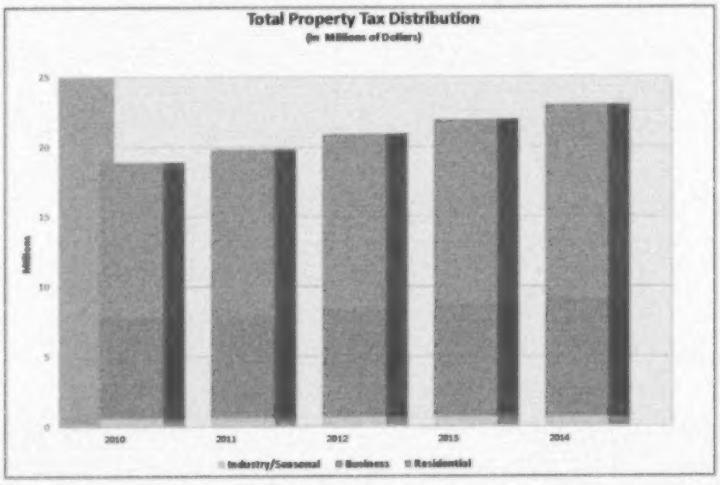
2014 Taxes & Utilities for an Average Household


2014 Taxes and Utilities for a Residential Property
(Based on assessed value of $300,000 before Provincial Home Owner Grant)
Regional District & Hospital
$96
Education and BC Assessment
$709
Utilities $940
City Services $2,208

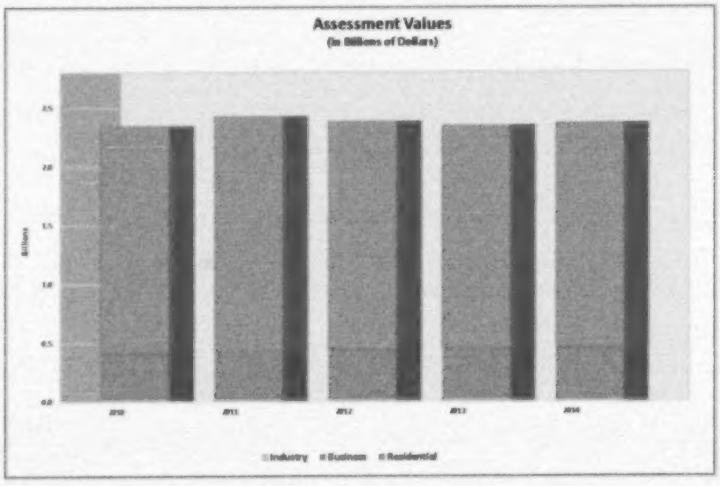
Average Taxes & Utilities (Before Provincial Home Owner Grant)



Property Taxes (In Millions of Dollars)



Assessed Values (In Billions of Dollars)



STATEMENT OF 2014 PROPERTY TAX EXEMPTIONS

Following adoption of City of Cranbrook Annual Taxation Exemption Bylaw No. 3778, 2013, the following properties were provided a permissive property tax exemption by City Council for the year 2014, as per sections 224(2)(a) and 224(2)(g) of the *Community Charter*.

Roll Number	Address	Property Tax Exemption Recipient	Municipal Property Taxes Exempted
259.000	219 - 15th Avenue South	Fred Scott Rotary Villa	$ 428
539.000	201 - 7th Avenue South	Ruthenian Greek Church	555
782.000	131 - 7th Avenue South	Kootenay Community Fellowship	864
841.000	821 - 1st Street South (67%)	New Apostolic Church Canada	4,414
889.000	125 - 10th Avenue South (53%)	Summit Community Services Society	4,874
1040.000	38 - 13th Avenue South	Synod of the Diocese of Kootenay	2,093
1047.000	32 - 13th Avenue South (50%)	Community Connections Society of Southeast BC	1,849
1102.000	2 - 12th Avenue South	United Church of Canada	753
1118.000	39 - 13th Avenue South	Canadian Mental Health Association	5,490
1121.000	45 - 13th Avenue South	Canadian Mental Health Association	1,035
1309.000	42 - 7th Avenue South	Cranbrook & District Search & Rescue Society	452
1310.000	38 - 7th Avenue South	Cranbrook & District Search & Rescue Society	6,420
1312.050	36 - 7th Avenue South	Cranbrook & District Search & Rescue Society	452
1259.000	43 - 10th Avenue South	Roman Catholic Bishop of Nelson	550
1520.000	16 - 12th Avenue North	Community Connections Society of Southeast BC	9,460
1522.000	20 - 12th Avenue North	Community Connections Society of Southeast BC	6,198
1524.000	22 - 12th Avenue North	Community Connections Society of Southeast BC	1,478
1595.001	20 - 14th Avenue North	Key City Theatre Society	25,615
1822.000	328 - 14th Avenue South	First Baptist Church of Cranbrook	1,983
1972.000	300 - 10th Avenue South	Foursquare Gospel Church of Canada	1,356
2120.000	300 - 6th Avenue South	BC Corp of 7th Day Adventist Church	1,327
2842.000	922 - 11th Street South	East Kootenay Lutheran Parish	2,911
2967.000	501 - 11th Avenue South	Pentecostal Assemblies of Canada	1,485
3479.000	1100 - 11th Street South	Summit Community Services Society	2,098
3640.000	1701 - 5th Street South	Catholic Independent Schools of Nelson Diocese	4,787
4525.000	2100 - 3rd Street South	Knox Presbyterian Church	1,625
4558.020	2200 - 3rd Street South	Mount Baker Congregation of Jehovah's Witnesses	1,599
4673.500	19 - 15th Avenue South	Cranbrook Society for Community Living	29,418
4675.000	1500 - 1st Street South (50%)	Cranbrook Society for Community Living	2,066
4748.000	46 - 17th Avenue South	Community Connections Society of Southeast BC	4,139
4800.030	2324 - 2nd Street South	The Dwelling Place Church Ministries	3,009
5829.000	533 Slater Road NW	Governing Council Salvation Army in Canada	1,259
5961.025	572 Industrial Road B	Cranbrook Food Bank Society	6,671
8809.000	2001 - 21st Avenue North	Trustees of the Cranbrook Fellowship Baptist Church	2,475
8829.010	2304 - 4th Street North	Cranbrook Society for Community Living	2,300
8850.000	Kootenay Street North	Cranbrook Alliance Church	3,184
9510.000	1200 Kootenay Street North	Christian & Missionary Alliance, Canadian Pacific Div.	2,311
9890.000	2210 - 2nd Street North	President of Lethbridge Stake, LDS Church	2,129
9903.000	2300 - 2nd Street North	Mountain View Village	17,017
10101.000	1 Van Horne Street North	Cranbrook Archives Museum & Landmark Foundation	2,967
10189.000	629 - 6th Street NW	Cranbrook Christian School Society	1,947
12063.130	Lot 13, Adjacent to Elizabeth Lake	The Land Conservancy of BC	339
13016.001	1100 - 14th Avenue South	Roman Catholic Bishop of Nelson	2,566
18008.000	57 Van Horne Street South	Cranbrook Archives Museum & Landmark Foundation	9,265
18008.015	75 Van Horne Street South	Cranbrook Archives Museum & Landmark Foundation	30,943
18010.000	1 Van Horne Street North	Cranbrook Archives Museum & Landmark Foundation	1,872
18010.500	CP R/W Lease	Cranbrook Archives Museum & Landmark Foundation	1,392

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